



# **INPATIENT MEDICATIONS (IM)**

## **SUPERVISOR'S USER MANUAL**

Version 5.0  
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(Revised January 2002)



# Revision History

Any changes subsequent to the initial release of this manual are listed below. The users should update the manual with the pages listed under the Revised Pages column.

Date	Revised Pages	Patch Number	Description
01/02	None	PSJ*5*65	There were no changes necessary for this patch.
01/02	Title, i, ii, 1, 2, 19, 20, 21, 22, 23, 24, 25, 26	PSJ*5*63	Updated the Title Page, Revision History Page, and the Introduction Page. The Ward and System Parameters were updated to include the new parameters for determining the stop date for one-time orders. Included pages for double-sided printing.
09/01	All	PSJ*5*50	Added this Revision History Page. Re-formatted the manual into sections. Added Patch Release changes and Pharmacy Ordering Enhancements (POE).
12/97			Original Released Supervisor's User Manual.

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# 1. Introduction

The Inpatient Medications provides a method of management, dispensing, and administration of inpatient drugs within the hospital. Inpatient Medications combines clinical and patient information that allows each medical center to enter orders for patients, dispense medications by means of Pick Lists, print labels, create Medication Administration Records (MARs), and create Management Reports. Inpatient Medications also interacts with the Computerized Patient Record System (CPRS) and the Bar Code Medication Administration (BCMA) packages to provide more comprehensive patient care.

This user manual is written for the Pharmacy Supervisor or the Automated Data Processing Application Coordinator (ADPAC). The main texts of the manual provide information to setup various function requirements needed for the basic running of the Unit Dose and IV modules. It also outlines options available under the Management Reports menu and Pick List actions.

The Inpatient Medications documentation is comprised of several manuals. These manuals are written as modular components and can be distributed independently and are listed below.

Nurse's User Manual V. 5.0 Revised January 2002  
Pharmacist's User Manual V. 5.0 Revised January 2002  
Supervisor's User Manual V. 5.0 Revised January 2002  
Technical/Security Guide V. 5.0 Revised January 2002  
Pharmacy Ordering Enhancements (POE) Phase 2 Release Notes V. 1.0  
Pharmacy Ordering Enhancements (POE) Phase 2 Installation Guide V. 1.0

## 2. Orientation

Within this documentation, several notations need to be outlined.

- Menu options will be italicized.  
Example: *Inpatient Order Entry* indicates a menu option.
- Screen prompts will be denoted with quotation marks around them.  
Example: "Select DRUG:" indicates a screen prompt.
- Responses in bold face indicate what the user is to type in.  
Example: Printing a MAR report by ward group **G**, by ward **W** or by patient **P**.

- Text centered between arrows represents a keyboard key that needs to be pressed in order for the system to capture a user response or move the cursor to another field. <Enter> indicates that the Enter key (or Return key on some keyboards) must be pressed. <Tab> indicates that the Tab key must be pressed.

Example: Press <Tab> to move the cursor to the next field.

Press <Enter> to select the default.

- Text depicted with a black background, displayed in a screen capture, designates blinking text on the screen. This is provided for the written copy of the documentation.

Example:


```
(9) Admin Times: 01-09-15-20
*(10) Provider: INPATIENT-MEDS, PHARMACIST
```



- **Note:** Indicates especially important or helpful information.



- Options are locked with a particular security key. The user must hold the particular security key to be able to perform the menu option.

Example:  All options under the *Pick List Menu* are locked with the PSJU PL key.

- Some of the menu options have several letters that are capitalized. By entering in the letters and pressing <Enter>, the user can go directly to that menu option (the letters do not have to be entered as capital letters).

Example: From the *Unit Dose Medications Option*: the user can enter **INQ** and proceed directly into the *INquiries Menu* option.

- ?, ??, ??? One, two or three question marks can be entered at any of the prompts for on-line help. One question mark elicits a brief statement of what information is appropriate for the prompt. Two question marks provide more help, plus the hidden actions and three question marks will provide more detailed help, including a list of possible answers, if appropriate.
- ^ Up arrow (caret or a circumflex) and pressing <Enter> can be used to exit the current option.



## 3. Supervisor's Menu

[PSJU FILE]

The *Supervisor's Menu* option allows the user (coordinator) to edit the various files and perform certain functions needed for the basic running of the Inpatient Medications package.

### Example: Supervisor's Menu

```
Select Supervisor's Menu Option: ?

Administering Teams
MANagement Reports Menu ...
Order Set Enter/Edit
PARameters Edit Menu ...
PATient Order Purge
  **> Out of order:  TEMPORARILY UNAVAILABLE
PICK List Menu ...
Ward Groups
```

### 3.1. Administering Teams

[PSJU AT]

The *Administering Teams* option allows the supervisor to add and edit the names and room-bed numbers associated with the administering teams (carts) on each ward. Since a number of teams might be required to administer medication to one ward, depending on the size of the ward and the shift, this option provides a way of defining these teams. The MEDICATION ADMINISTERING TEAM file contains this information.

It would be helpful to have lists of all wards and associated beds from Medical Administration Service (MAS). These lists will allow the user to easily breakdown wards by room-bed numbers for team assignment.



**Note:** The user will not be able to enter a room-bed number into more than one team.

### Example: Administering Teams

```
Select Supervisor's Menu Option:  Administering Teams

Select WARD:      1  EAST
Select TEAM: TEAM A// <Enter>
  TEAM: TEAM A// <Enter>
  Select ROOM-BED: 110-4// 112-2
  Select TEAM: <Enter>

Select WARD:
```

## 3.2. MANagement Reports Menu

### [PSJU MNGMT REPORTS]

The *MANagement Reports Menu* option is used to print various reports using data generated by the Unit Dose software module. There are six reports that can be printed using this option. All of the reports are printed in an 80-column format. It is advisable to queue these reports whenever possible.

#### Example: Management Reports Menu

```
Select Supervisor's Menu Option: MANagement Reports Menu
```

```

      AMIS (Cost per Ward)
      Drug (Cost and/or Amount)
PSD   Patients on Specific Drug(s)
      PProvider (Cost per)
      Service (Total Cost per)
      Total Cost to Date (Current Patients)
```

### 3.2.1. AMIS (Cost per Ward)

#### [PSJU AMIS]

The *AMIS (Cost per Ward)* option will produce an Automated Management Information System (AMIS) report to show the dispensing cost of the pharmacy by ward. Only those wards with a dispensing amount or cost are shown.

The user can enter the start and stop dates of the time span covered by this AMIS report. The start and stop dates can be the same, thus producing a one-day report. The stop date cannot come before the start date.



**Note:** If there are any pick lists that need to be filed away for this report to be accurate, there will be a warning on the screen, after the user enters the dates, listing the pick lists.

#### Example 1: AMIS Report

```
Select MANagement Reports Menu Option: AMIS (Cost per Ward)
```

```
Enter START DATE: T-3 (FEB 05, 2001)
```

```
Enter STOP DATE: T (FEB 08, 2001)
```

```
*** WARNING ***
```

```
PICK LISTS need to be filed away for the following ward groups, or this AMIS
report will not be accurate for the date range asked for.
```

```
WEST WING
SOUTH WING
```

```
Select PRINT DEVICE: 0;80;999 NT/Cache virtual TELNET terminal
```

```
-----report follows-----
```

### Example 1: AMIS Report (continued)

UNIT DOSE AMIS REPORT		02/08/01 22:10	
		FROM 02/05/01 THROUGH 02/08/01	
WARD	TOTAL UNITS DISPENSED	TOTAL COST	AVERAGE COST PER UNIT
-----			
1 EAST	16	0.63	0.04
=====			
TOTALS =>	16	0.63	0.04

### Example 2: AMIS Report with No Data

UNIT DOSE AMIS REPORT	02/08/01 22:10		
	FROM 02/05/01 THROUGH 02/08/01		
WARD	TOTAL UNITS DISPENSED	TOTAL COST	AVERAGE COST PER UNIT
-----			
*** NO AMIS DATA FOUND ***			

## 3.2.2. Drug (Cost and/or Amount) [PSJU DCT]

The *Drug (Cost and/or Amount)* option creates a report that calculates the total cost for all or selected drugs dispensed over a specific time frame of at least one calendar day. The information from this report can be sorted alphabetically by drug name, by descending order of total cost or by descending order of total amount dispensed. The information for the report can be limited by a minimum total cost and a minimum amount dispensed.

The start and stop dates are required to run this report. The start and stop dates can be the same, thus producing a one-day report. Non-formulary items will be designated on the report by two asterisks (\*\*) preceding the dispense drugs.

The user will also encounter the following prompts:

- “Select by Ward? (Y/N): NO//”  
A **YES** answer will include dispensing amounts and cost by ward.
- “Select drugs by DISPENSE DRUG, ORDERABLE ITEM, or VA CLASS:”  
The user will enter the category, **(D)** Dispense Drug, **(O)** Orderable Item, or **(V)** VA Class, to indicate how the report will be sorted.

- “Select <PREVIOUSLY SELECTED SORT CATEGORY> drug: ALL//”  
The user can enter **A** (or press <Enter>) to show all drugs on this report. An **S** can be entered to specify which drugs to show on this report. If an **S** is entered, the user will not be prompted for lower limits for cost or dispensed units.
- “Sort drugs by <PREVIOUSLY SELECTED SORT CATEGORY>, COST, or AMOUNT DISPENSED:”  
What is shown here as <PREVIOUSLY SELECTED SORT CATEGORY> will show on the screen as **DISPENSED DRUG**, **ORDERABLE ITEM**, or **VA CLASS**, depending on the selected answer to the earlier prompt in this list. Enter **D**, **O**, or **V** to have this report print the drugs in alphabetical order of the Dispensed Drug name, Orderable Item name, or VA Class. Enter **C** to have this report print the drugs in descending order of Total Cost; or enter **A** to have this report print the drugs in descending order of the Amount Dispensed (in units).
- “Print all drugs costing at least?”  
Enter a number, representing a dollar amount, to be the lower limit for this report. This number can be zero (0) to include all drugs with a positive cost. A null response will include all drugs.
- “Print all drugs with a dispensing amount of at least?”  
Enter a number to be the lower dispensing limit (inclusive) for this report. This number can be zero (0) to include all drugs with a positive dispensing amount. A null response will include all drugs.

#### Example 1: Drug (Cost and/or Amount) Report

```
Select MANagement Reports Menu Option: Drug (Cost and/or Amount)

Enter START DATE: T-3 (FEB 05, 2001)

Enter STOP DATE: T (FEB 08, 2001)
Select by Ward? (Y/N):? NO// <Enter>

Select drugs by DISPENSE DRUG, ORDERABLE ITEM, or VA CLASS: DISPENSE DRUG

Select Dispensed Drug: ALL// <Enter>
Sort drugs by DISPENSED DRUG, COST, or AMOUNT DISPENSED: ?

Enter a code from the list.

    Select one of the following:

        1          DISPENSED DRUG
        2          COST
        3          AMOUNT DISPENSED

Sort drugs by DISPENSED DRUG, COST, or AMOUNT DISPENSED: 1 DISPENSED DRUG

Print all drugs costing at least? ?

    Enter a number (dollar amount) to be the lower limit for this report. This
    number may be zero (0) to include all drugs with a positive cost. A NULL
    response will include all drugs. Enter an '^' to terminate this report.

-----report continues-----
```

### Example 1: Drug (Cost and/or Amount) Report (continued)

Print all drugs costing at least? .5

Print all drugs with a dispensing amount of at least? ?

Enter a number to be the lower dispensing limit (inclusive) for this report. This number may be zero (0) to include all drugs with a positive dispensing amount. A NULL response will include all drugs. Enter an '^' to terminate this report.

Print all drugs with a dispensing amount of at least? 0

Select PRINT DEVICE: 0;80;99 NT/Cache virtual TELNET terminal

UNIT DOSE DRUG COST REPORT	02/08/01 22:22	
FROM 01/30/01 THROUGH 02/08/01		
DISPENSED DRUG	TOTAL UNITS DISPENSED	TOTAL COST
**CEFACLOX 250MG CAPS	3.000	3.2550
**HALCINONIDE 0.1% CREAM 30GM	3.000	45.9300
**MASOPROCOL 10% CREAM 30GM	1.000	20.0600
**NITROFURANTOIN 50MG	1.000	0.3150
POTASSIUM CHLORIDE 10 mEq U/D TABLET	3.000	0.0360
**RESERPINE 0.25MG	10.000	0.3500
TEMAZEPAM 15MG U/D	6.000	0.2820
Total:	27.000	70.2280

### Example 2: Drug (Cost and/or Amount) Report with No Data

UNIT DOSE DRUG COST REPORT	02/08/01 22:19	
FROM 02/05/01 THROUGH 02/08/01		
DISPENSED DRUG	TOTAL UNITS DISPENSED	TOTAL COST
*** NO DRUG COST DATA FOUND ***		

### 3.2.3. Patients on Specific Drug(s) [PSJ PDV]

The *Patients on Specific Drug(s)* option creates a report that lists patients on specific Orderable Item(s), Dispense Drug(s), or VA class(es) of drugs. When more than one of these drugs is chosen, only patients with orders containing all the drugs or classes will be displayed.

The user will be prompted for the start and stop dates. Orders that are active between these two dates will be listed on the report. The user then has the choice to see only IV orders, Unit Dose orders or both types of orders. These orders may be sorted by patient name or by the start date of the orders. The user will choose to sort by Orderable Items, Dispense Drug or VA class of drugs and then choose one or multiple drugs or classes. If a single drug or class is chosen, the orders for that drug or class will be listed. If multiple drugs or classes are chosen, the patient must have an order for each of the drugs or classes for the patient and their orders to print.

For example: Patient A has an order for ACETAMINOPHEN TAB, patient B has an order for ASPIRIN TAB, and patient C has orders for both. If the user chooses two Orderable Items (ACETAMINOPHEN TAB and ASPIRIN TAB), only patient C's orders would be printed.

### Example: Patients on Specific Drug(s) Report

```
Select MANAGEMENT Reports Menu Option: Patients on Specific Drug(s)

Enter start date: T-9 (JAN 30, 2001)

Enter stop date: T (FEB 08, 2001)

List IV orders, Unit Dose orders, or All orders: ALL// <Enter>

Do you wish to sort by (P)atient or (S)tart Date: Patient// <Enter>

List by (O)rderable Item, (D)ispense Drug, or (V)A Class of Drugs: Orderable Item

Select PHARMACY ORDERABLE ITEM NAME: WARFARIN TAB

Dispense Drugs for WARFARIN are:
WARFARIN 10MG U/D
WARFARIN 5MG U/D
WARFARIN 2.5MG U/D
WARFARIN 2MG U/D
WARFARIN 5MG
WARFARIN 7.5MG U/D
WARFARIN 2.5MG
WARFARIN 2MG
WARFARIN 7.5MG
WARFARIN 10MG

Select PHARMACY ORDERABLE ITEM NAME: <Enter>

Select number of matches: 1// <Enter>

Select PRINT DEVICE: NT/Cache virtual TELNET terminal

...this may take a few minutes...
...you really should QUEUE this report, if possible...
Press RETURN to continue "^" to exit: <Enter>
```

```
02/08/01                                     PAGE: 1

      LISTING OF PATIENTS WITH ORDERS CONTAINING ORDERABLE ITEM(S):

                                WARFARIN

                        FROM 01/30/01 00:01 TO 02/08/01 24:00

-----
Patient                                Order                                Start   Stop
                                Date       Date
-----
ABC, PATIENT                        WARFARIN TAB                        01/30   01/31
123-45-9111                        Give: 5MG PO QPM PRN
1 EAST

                                WARFARIN TAB                        01/30   01/31
                                Give: 5MG PO QPM PRN
```

### 3.2.4. PProvider (Cost per) [PSJU PRVR]

The *PProvider (Cost per)* option will create a report to print the cost of all drugs dispensed within a user-specified length of time, grouped together by provider. The user will be prompted to enter the start and stop dates for this Provider report. The report will show a sub-total for each provider and the total cost for all providers at the end of the report. A report can be printed for one or more specific providers or for all providers. Also, the user can select to start a new page for each provider.

#### Example: Provider (Cost per) Report

```
Select MANagement Reports Menu Option:  PProvider (Cost per)

Enter START DATE:  T-9   (JAN 30, 2001)

Enter STOP DATE:  T    (FEB 08, 2001)

Show ALL or SELECTED providers? ALL//  <Enter> (ALL)

Do you want to start a new page for each provider? No// <Enter> (No)

Select PRINT DEVICE: 0;80;999  NT/Cache virtual TELNET terminal
```

02/08/01 22:30	UNIT DOSE COST PER PROVIDER REPORT		Page: 1
	FROM 01/30/01 TO 02/08/01		
PROVIDER DRUG	TOTAL UNITS DISPENSED	TOTAL COST	
-----			
INPATIENT-MEDS, PHARMACIST			
** HALCINONIDE 0.1% CREAM 30GM	3	45.93	
POTASSIUM CHLORIDE 10 mEq U/D TABLET	2	0.02	
-----  AVG. COST/UNIT: 9.19	5	45.95	
INPATIENT-MEDS, PROVIDER			
** CEFACLOX 250MG CAPS	3	3.26	
** MASOPROCOL 10% CREAM 30GM	1	20.06	
** NITROFURANTOIN 50MG	1	0.32	
POTASSIUM CHLORIDE 10 mEq U/D TABLET	1	0.01	
** RESERPINE 0.25MG	10	0.35	
TEMAZEPAM 15MG U/D	6	0.28	
-----  AVG. COST/UNIT: 1.10	22	24.27	
=====			
TOTALS =>  AVG. COST/UNIT: 2.60	27	70.23	
*** DONE ***			

### 3.2.5. Service (Total Cost per) [PSJU SCT]

The *Service (Total Cost per)* option creates a report of the total cost of dispensed medications for ward services (medicine, surgery, etc.) over a user-specified time frame. The report provides the total number of units dispensed, the total cost of those units dispensed and the average cost of each unit dispensed on a service-by-service basis.



**Note:** The software looks in the WARD LOCATION file to determine which service a ward is assigned. If a ward has Unit Dose cost and/or amount but is not assigned to a service, that ward will print at the end of the report.

#### Example: Service (Total Cost per) Report

```
Select MANAgement Reports Menu Option: SERvice (Total Cost per)
Enter START DATE: T-9 (JAN 30, 2001)
Enter STOP DATE: T (FEB 08, 2001)
Select PRINT DEVICE: 0;80;999 NT/Cache virtual TELNET terminal
```

UNIT DOSE COST PER SERVICE REPORT				02/08/01 22:31
FROM 01/30/01 THROUGH 02/08/01				
SERVICE	TOTAL UNITS DISPENSED	TOTAL COST	AVERAGE COST PER UNIT	
-----	-----	-----	-----	
INTERMEDIATE MED	22	24.27	1.10	
MEDICINE	5	45.95	9.19	
=====	=====	=====	=====	
TOTALS =>	27	70.23	2.60	

### 3.2.6. Total Cost to Date (Current Patients) [PSJU TCTD]

The *Total Cost to Date (Current Patients)* option creates a report of the total cost of the Unit Dose dispensed items for patients that are currently admitted at the medical center. The user can generate this report by ward groups, wards or individual patients. If the user chooses to print this report for individual patients, then an unlimited number of patients can be selected.



### Example: Total Cost to Date (Current Patients) Report

Select MANagement Reports Menu Option: **Total Cost to Date (Current Patients)**

Select by WARD GROUP (G), WARD (W), or PATIENT (P): **PATIENT**

Select PATIENT: **ABC,PATIENT** 123-45-9111 08/18/20 1 EAST

Select another PATIENT: **<Enter>**

Select PRINT DEVICE: 0;80;999 NT/Cache virtual TELNET terminal

TOTAL COST TO DATE REPORT		02/08/01 22:32	
		(BY PATIENT)	
Patient	Admitting Date	Admitting	Diagnosis
Drug	Dispensed	Cost	Cost
-----			
ABC,PATIENT (9111)	11/07/00 11:25		TEST
AMPICILLIN 500MG CAP	15	10.97	
** CEFACLOX 250MG CAPS	3	3.26	
** DANOCRINE 200MG	35	52.33	
** NITROFURANTOIN 50MG	1	0.32	
** RESERPINE 0.25MG	10	0.35	
TEMAZEPAM 15MG U/D	6	0.28	
** THEOPHYLLINE 100MG	1	0.17	
THEOPHYLLINE 400MG/DEXTROSE 5%	4	13.14	
WARFARIN 2.5MG U/D	1	0.00	
-----	-----	-----	-----
----- AVG. COST/UNIT: 1.06	76	80.81	
=====			
TOTALS => AVG. COST/UNIT: 1.06	76	80.81	

### 3.3. Order Set Enter/Edit [PSJU OSE]

The *Order Set Enter/Edit* option allows the supervisor to create and edit order sets. An order set is a group of any number of pre-written orders. The maximum number of orders is unlimited.

Order sets are used to expedite order entry for drugs that are dispensed to all patients in certain medical practices or procedures. Order sets are designed for use when a recognized pattern for the administration of drugs can be identified. For example:

- A pre-operative series of drugs administered to all patients that are to undergo a certain surgical procedure

- A certain series of drugs to be dispensed to all patients prior to undergoing a particular radiographic procedure
- A certain group of drugs prescribed by a physician for all patients that he treats for a certain medical ailment or emergency

The rapid entering of this repetitive information using order sets will expedite the whole order entry process. Experienced users might want to set up their more common orders as individual order sets to expedite the order entry process.

Once the orders have been entered through an order set, they are treated as individual orders, and can only be acted upon as such.



**Note:** The VA FileMan convention of enclosing the duplicate entry name in double quotes can be used to enter the same Orderable Item more than once. An example would be to add ACETAMINOPHEN to an order set already containing that drug.

#### Example: Order Set Enter/Edit

```
Select Supervisor's Menu Option:  Order Set Enter/Edit

Select ORDER SET:  ASPIRIN
Are you adding 'ASPIRIN' as a new UNIT DOSE ORDER SET (the 6TH)? No// Y (Yes)
NAME: ASPIRIN// <Enter>
Select ORDERABLE ITEM:  AS
1  ASCORBIC ACID      TAB      03-25-1996
2  ASCORBIC ACID/FERROUS SULFATE/FOLIC ACID      TAB,SA
3  ASPIRIN            SUPP,RTL
4  ASPIRIN            TAB
5  ASPIRIN            TAB,CHEWABLE
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5:  4  ASPIRIN      TAB
Are you adding 'ASPIRIN' as a new ORDERABLE ITEM? No// Y (Yes)
DOSAGE ORDERED:  325MG
DAY (nD) OR DOSE (nL) LIMIT:  ?
Answer must be a number followed by a 'D' (for DAY LIMIT), or a number
followed by an 'L' (for DOSE LIMIT).
DAY (nD) OR DOSE (nL) LIMIT:  7D
START DAY AND TIME:  ?
Examples of Valid Dates:
JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
T (for TODAY), T+1 (for TOMORROW), T+2, T+7, etc.
T-1 (for YESTERDAY), T-3W (for 3 WEEKS AGO), etc.
If the year is omitted, the computer uses CURRENT YEAR. Two digit year
assumes no more than 20 years in the future, or 80 years in the past.
If only the time is entered, the current date is assumed.
Follow the date with a time, such as JAN 20@10, T@10AM, 10:30, etc.
You may enter a time, such as NOON, MIDNIGHT or NOW.
You may enter NOW+3' (for current date and time Plus 3 minutes
*Note--the Apostrophe following the number of minutes)
Time is REQUIRED in this response.
Enter the day and time after the order is selected that this order should
start.
```

-----report continues-----

### Example: Order Set Enter/Edit (continued)

```
START DAY AND TIME: <Enter>
MED ROUTE: PO ORAL <Enter> PO
SCHEDULE TYPE: C CONTINUOUS
SCHEDULE: QID
1 QID 01-09-15-20
2 QID PC FAR 09-13-17-21
CHOOSE 1-2: 1 01-09-15-20
SPECIAL INSTRUCTIONS: TESTING
Select DISPENSE DRUG: ASPIRIN 325MG U/D CN103
Are you adding 'ASPIRIN 325MG U/D' as a new DISPENSE DRUG (the 1ST for this ORDERABLE ITEM)? No// Y (Yes)
UNITS PER DOSE: 2
Select DISPENSE DRUG: <Enter>
Select ORDERABLE ITEM:
```

## 3.4. PARameters Edit Menu

### [PSJ PARAM EDIT MENU]

The *PARameters Edit Menu* option is used to edit various parameters within the Unit Dose software module.

### Example: Parameters Edit Menu

```
Select PARameters Edit Menu Option: ?

      AUto-Discontinue Set-Up
IUP   Inpatient User Parameters Edit
IWP   Inpatient Ward Parameters Edit
      Systems Parameters Edit
```

### 3.4.1. AUto-Discontinue Set-Up

#### [PSJ AC SET-UP]

The *AUto-Discontinue Set-Up* option allows the site to determine if a patient's Inpatient Medications (Unit Dose and IV) orders are to be automatically discontinued (d/c'd) or held when the patient is transferred between wards, between services or to authorized absence.

The decision to discontinue Inpatient Medications orders is determined by the site, on a ward-by-ward and/or service-by-service basis. While this process will entail extra set up on the site's part initially, it will allow the site almost complete control of the auto-discontinue process.

The set up for this process involves three main steps:

1. Auto-Discontinue for all wards: If the site wants to have Inpatient Medications orders discontinued on all or most ward transfers, the supervisor can have the module automatically

set up all wards as 'from' and 'to' wards, saving some time. When this option is chosen, wards currently marked as inactive will also be included. The user can still delete, edit, or add 'from' and 'to' wards at any time. See step 2C for further information.

2. Ward transfers: The supervisor will select a 'from' ward. This is a ward from which a patient may be transferred. For each 'from' ward, the user can:
  - A. Select an 'On Pass' action. This is the action the Inpatient Medications package will take on a patient's orders whenever the patient is transferred from the selected 'from' ward to authorized absence less than 96 hours (known as 'On Pass'). The possible actions are:
    - Discontinue the orders
    - Place the orders on hold
    - Take no action
  - B. Select an 'Authorized Absence' action. This is the action the Inpatient Medications package will take on a patient's orders whenever the patient is transferred from the selected 'from' ward to authorized absence greater than 96 hours. The possible actions are:
    - Discontinue the orders
    - Place the orders on hold
    - Take no action
  - C. Select an 'Unauthorized Absence' action. This is the action the Inpatient Medications package will take on a patient's orders whenever the patient is transferred from the selected 'from' ward to unauthorized absence greater than 96 hours. The possible actions are:
    - Discontinue the orders
    - Place the orders on hold
    - Take no action
  - D. Select the 'To' wards. Whenever a patient is transferred from the selected 'from' ward to any of the selected 'to' wards, the patient's IV and Unit Dose orders will be discontinued. For example, if 1 NORTH is selected as a 'from' ward and 1 SOUTH is selected as a 'to' ward, any time a patient is transferred FROM 1 NORTH TO 1 SOUTH, the patient's Inpatient Medications orders will be discontinued.

This process is one way only. For example, if the site also wants orders to be discontinued whenever a patient is transferred FROM 1 SOUTH TO 1 NORTH, the user will have to enter 1 SOUTH as a 'from' ward and then enter 1 NORTH as one of its 'to' wards.

3. Service transfers: The supervisor will select a 'from' service. This is a service from which a patient may be transferred. For each 'from' service, the user can select the 'to' services. Whenever a patient is transferred from the selected 'from' service to any of the selected 'to' services, the patient's IV and Unit Dose orders will be discontinued. For example, if MEDICINE is selected as a 'from' service and SURGERY is selected as a 'to' service, any time a patient is transferred FROM MEDICINE TO SURGERY, the patient's Inpatient Medications orders will be discontinued.

This process is also one way only. For example, if the site also wants orders to be discontinued whenever a patient is transferred FROM SURGERY TO MEDICINE, the user will have to enter SURGERY as a 'from' service and then enter MEDICINE as one of its 'to' services.



**Note:** If all of the wards are set for auto-discontinue, it is not necessary to enter services. If there is a specific ward or service for which the site does not want Inpatient Medications orders discontinued, then the supervisor only needs to delete the 'to' ward or service. Inpatient Medications orders are always automatically discontinued whenever the patient is admitted, discharged, or transferred to unauthorized absence.



**Note:** Pending orders that are auto-discontinued will NEVER be re-instated.



**Note:** When the Patient Information Management System (PIMS) deletes a patient movement, the medication orders that were discontinued due to the movement are automatically reinstated. There are checks included to prevent the reinstatement of an order if a new duplicate order has been added.

A mail message is sent to the PSJ-ORDERS-REINSTATED mail group when the medication orders are automatically reinstated due to the deletion of a patient movement. This message contains the patient's name, last four digits of the patient's social security number, current ward location, reason the orders were reinstated, and a list of the orders that were reinstated. The orders will be listed in the mail message in the same format as a patient profile. This notification also includes any orders that could not be reinstated due to duplicates existing on the system.

### Example: Auto-Discontinue Set-Up

```
Select PARAmeters Edit Menu Option: Auto-Discontinue Set-Up

Do you want the instructions for auto-discontinue set-up? Yes// N (No)

Do you want the package to set-up all of your wards for auto-discontinue? No// <Enter> (No)

(Action on WARD transfer)
Select FROM WARD: 1 EAST// <Enter>
  FROM WARD: 1 EAST//
  'ON PASS' ACTION: DISCONTINUE ORDERS// <Enter>
  ACTION ON AUTHORIZED ABSENCE: DISCONTINUE ORDERS // <Enter>
  ACTION ON UNAUTHORIZED ABSENCE: DISCONTINUE ORDERS // <Enter>
  Select TO WARD: 2 EAST// <Enter>
Select FROM WARD: <Enter>
(Action on SERVICE transfer)
Select FROM SERVICE: PSYCHIATRY// <Enter>
  FROM SERVICE: PSYCHIATRY// <Enter>
  Select TO SERVICE: NHCU// <Enter>
Select FROM SERVICE:
```

### 3.4.2. Inpatient User Parameters Edit [PSJ SEUP]

The *Inpatient User Parameters Edit* option allows the supervisor to edit Inpatient User parameters that cannot be edited by the user, pharmacist, nurse, etc. The supervisor can allow auto-verification for individual nurses and pharmacists, choose the users that can select Dispense Drugs (instead of just Orderable Items), choose which pharmacy technicians or ward clerks can renew, hold or discontinue orders, and select the order entry process for each user (regular, abbreviated, or ward).

The prompts that appear for each user are dependent on which of the following security keys the user holds:

- **PSJ RPHARM** identifies the user as a Pharmacist
- **PSJ RNURSE** identifies the user as a Nurse
- **PSJ PHARM TECH** identifies the user as a Pharmacy Technician

Users who do not hold any of these keys are seen as ward clerks. If a user is assigned more than one of these keys, the pharmacist key supersedes the other keys; the nurse key supersedes the pharmacy technician key.

A user's status as a provider does not affect this option. The prompts shown for a provider will be based on which of the above security keys he/she holds. For example, if a provider is also a nurse, the prompts that appear will be those for a nurse.

## All Users

The supervisor will see the “ORDER ENTRY PROCESS:” prompt for all users. This is the type of order entry process to be used by this user. Selections available are Regular, Abbreviated or Ward order entry.

- Regular order entry is the full set of prompts for the entry of an order, after which the user is shown a full view of the order and allowed to take immediate action on the order.
- Abbreviated order entry gives the user fewer prompts for the entry of an order, after which the user is shown a full view of the order and is allowed to take immediate action on the order.
- Ward order entry gives the user the same prompts as the Abbreviated order entry.

If no entry is made here, it will be interpreted as Regular order entry.

## Pharmacist

In addition to the “ORDER ENTRY PROCESS:” prompt, the supervisor will see the following prompt for pharmacists:

- “ALLOW AUTO-VERIFY FOR USER:”

If this parameter is **YES**, when the user enters an order, the order is automatically entered as **ACTIVE**.

## Nurse

Since the nurse is not automatically given authority to select the strength and dose form of the medication to be dispensed, the supervisor will see the following prompt, for nurses, in addition to the “ORDER ENTRY PROCESS:” and “ALLOW AUTO-VERIFY FOR USER:” prompts given for pharmacists:

- “MAY SELECT DISPENSE DRUGS:”

If this is set to **YES**, the user can select the Dispense Drug for an order. If this is set to **NO** (or not set), the user can only select the Orderable Item.

## Pharmacy Technician or Ward Clerk

The PSJ PHARM TECH key does not affect the prompts of this option. The supervisor will see the same prompts for a pharmacy technician as for a ward clerk. Since the pharmacy technician and ward clerk are not given authority to verify orders, the supervisor will not see the “ALLOW AUTO-VERIFY FOR USER:” prompt. The following three prompts will be shown in addition to “MAY SELECT DISPENSE DRUGS:” and “ORDER ENTRY PROCESS:”.

- “ALLOW USER TO RENEW ORDERS:”

If this is set to **YES**, the user can actually renew orders. If this is set to **NO** (or not set), the user can only mark orders to be renewed by someone else.

- “ALLOW USER TO HOLD ORDERS:”

If this is set to **YES**, the user can actually hold/un-hold orders. If this is set to **NO** (or not set), the user can only mark orders for hold/un-hold.

- “ALLOW USER TO D/C ORDERS:”

If this is set to **YES**, the user can actually discontinue orders. If this is set to **NO** (or not set), the user can only mark orders to be discontinued by someone else.



**Note:** Any changes made in the *Inpatient User Parameters Edit* option will not take effect for the corresponding users until those users completely exit and re-enter the system.

### **Example: Inpatient User Parameters Edit**

```
Select PARAmeters Edit Menu Option: IUP  Inpatient User Parameters Edit

Select INPATIENT USER:      INPATIENT-MEDS,PHARMACIST

This user is a PHARMACIST and a PROVIDER.

ALLOW AUTO-VERIFY FOR USER: NO// ?
  Answer 'YES' if verification can be automatic when this user enters
  orders.
  Choose from:
    1          YES
    0          NO
ALLOW AUTO-VERIFY FOR USER: NO// <Enter>
ORDER ENTRY PROCESS: REGULAR// ?
  Enter the type of Unit Dose order entry to be used by this user.
  Choose from:
    0          REGULAR
    1          ABBREVIATED
    2          WARD
ORDER ENTRY PROCESS: REGULAR// <Enter>
```



### 3.4.3. Inpatient Ward Parameters Edit

[PSJ IWP EDIT]

The *Inpatient Ward Parameters Edit* option allows the supervisor to edit the Inpatient Ward parameters. These parameters determine how the Inpatient Medications package will act, depending on the ward where the patient resides. The supervisor will encounter the following prompts in this option:

- “DAYS UNTIL STOP DATE/TIME:”

Enter the number of days (1-100) that an order will last.

- “DAYS UNTIL STOP FOR ONE-TIME:”

Enter the number of days a one-time order should last. The number can be from 1-100, however, it cannot exceed the number of days that standard orders last (DAYS UNTIL STOP DATE/TIME).

- “SAME STOP DATE ON ALL ORDERS:”

Answer **YES** (or **1**) if all of a patient’s orders are to stop on the same date/time.

- “TIME OF DAY THAT ORDERS STOP:”

Enter the time of day that orders stop for this ward (military time).

- “DEFAULT START DATE CALCULATION:”

Enter any of the following codes to select the default start time for orders. When there is no entry for this prompt, NOW will be assumed.

- 0** Use CLOSEST ADMIN TIME as Default
  - 1** Use NEXT ADMIN TIME as Default
  - 2** Use NOW as Default

- “START TIME FOR 24 HOUR MAR:”

Enter the time of day (0001-2400) that the 24 Hour MAR (Medication Administration Record) is to start. Please use military time with leading and trailing zeros.

- “LABEL FOR WARD STAFF:”

Enter any of the following codes to select when labels will print for ward staff:

- 0** No Labels
- 1** First Label On Order Entry/Edit
- 2** Label On Entry/Edit and Verification
- 3** First Label On Nurse Verification

If a **0** is entered, labels will only be printed at the end of order entry. No label record will be created, so the user will not be able to print or reprint labels later.

- “WARD LABEL PRINTER:”

Enter the device to which labels created by ward staff will be printed. If no device is entered, labels will not print automatically, but as long as a label record is created (see previous prompt) labels can be manually printed using the *Label Print/Reprint* option.

- “LABEL FOR PHARMACY:”

Enter any of the following codes to select when labels will print for pharmacy staff:

- 0** No Labels
- 1** First Label On Order Entry/Edit
- 2** Label On Entry/Edit and Verification
- 3** First Label On Pharmacist Verification

If a **0** is entered, labels will only be printed at the end of order entry. No label record will be created, so the user will not be able to print or reprint labels later.

- “PHARMACY LABEL PRINTER:”

Enter the device to which labels created by pharmacy staff will be printed. If no device is entered, labels will not print automatically, but as long as a label record is created (see previous prompt) labels can be manually printed using the *Label Print/Reprint* option.

- “LABEL ON AUTO-DISCONTINUE:”

Answer **YES** to have labels created when this ward’s patients’ orders are auto-discontinued.

- “MAR HEADER LABELS:”

Enter **YES** if MAR header labels should be generated for this ward.

- “DAYS NEW LABELS LAST:”

Any new labels older than the number of days specified here will automatically be purged. Enter a whole number between **0** and **35**.

- “MAR ORDER SELECTION DEFAULT:”

Enter the number corresponding to the type of orders to be included on MARs and the Medications Due Worksheet printed for this ward.

- 1** All Medications
- 2** Non-IV Medications only
- 3** IV Piggybacks
- 4** LVPs
- 5** TPNs
- 6** Chemotherapy Medications (IV)

Multiple order types (except 1) may be selected using the hyphen (-) or the comma (,).  
Example: 2-4 or 2,3,4

- “PRINT PENDING ORDERS ON MAR:”

Enter **YES** to include the pending orders that were acknowledged by a nurse on the MARs and the Medication Due Worksheet.

- “ ‘SELF MED’ IN ORDER ENTRY:”

Answer **YES** to have the prompts for patient self-medication included in the order entry process.

## Example: Inpatient Ward Parameters Edit

```
Select PARAmeters Edit Menu Option: IWP  Inpatient Ward Parameters Edit

Select WARD:      2 NORTH
DAYS UNTIL STOP DATE/TIME: 8// ?
    Enter the number (1-100) of days that an order will last.
DAYS UNTIL STOP DATE/TIME: 8// <Enter>
DAYS UNTIL STOP FOR ONE-TIME: ?
    Enter the number of days a one-time order should last.  The number can be
    from 1-100, however, it cannot exceed the number of days that standard
    orders last (DAYS UNTIL STOP DATE/TIME).
DAYS UNTIL STOP FOR ONE-TIME: <Enter>
SAME STOP DATE ON ALL ORDERS: YES// ?
    Answer 'YES' (or '1') if all of a patient's orders are to stop on the same
    date/time.
    Choose from:
        1      YES
        0      NO
SAME STOP DATE ON ALL ORDERS: YES// <Enter>
TIME OF DAY THAT ORDERS STOP: 2400// ?
    Enter the time of day that orders stop for this ward (military time).
    ENTER A NUMBER BETWEEN 0001 AND 2400.  THE ZEROS ARE NEEDED.
TIME OF DAY THAT ORDERS STOP: 2400// <Enter>
DEFAULT START DATE CALCULATION: USE NEXT ADMIN TIME AS DEFAULT      // ?
    Enter "0" to use the closest admin time, "1" to use the next admin time,
    or "2" to use "now" as the default start time for orders.
    Choose from:
        0      USE CLOSEST ADMIN TIME AS DEFAULT
        1      USE NEXT ADMIN TIME AS DEFAULT
        2      USE NOW AS DEFAULT
DEFAULT START DATE CALCULATION: USE NEXT ADMIN TIME AS DEFAULT      // <Enter>
START TIME FOR 24 HOUR MAR: ?
    Enter the time of day (0001-2400) that the 24 MAR is to start.
    PLEASE USE MILITARY TIME WITH LEADING AND TRAILING ZEROS.
START TIME FOR 24 HOUR MAR: <Enter>
LABEL FOR WARD STAFF: ?
    Choose from:
        0      NO LABELS
        1      FIRST LABEL ON ORDER ENTRY/EDIT
        2      LABEL ON ENTRY/EDIT AND VERIFICATION
        3      FIRST LABEL ON NURSE VERIFICATION
LABEL FOR WARD STAFF: <Enter>
WARD LABEL PRINTER: <Enter>
LABEL FOR PHARMACY: ?
    Choose from:
        0      NO LABELS
        1      FIRST LABEL ON ORDER ENTRY/EDIT
        2      LABEL ON ENTRY/EDIT AND VERIFICATION
        3      FIRST LABEL ON PHARMACIST VERIFICATION
LABEL FOR PHARMACY: <Enter>
PHARMACY LABEL PRINTER: <Enter>
LABEL ON AUTO-DISCONTINUE: ?
    Answer 'YES' to have labels created when this ward's patients' orders are
    auto-discontinued.
    Choose from:
        1      YES
        0      NO
LABEL ON AUTO-DISCONTINUE: <Enter>
MAR HEADER LABELS: ?
    Enter "YES" if MAR header labels should be generated for this ward.
    Choose from:
        1      YES
MAR HEADER LABELS: <Enter>
DAYS NEW LABELS LAST: ?
    Enter a whole number between 0 and 35.
ANY NEW LABELS OLDER THAN THE NUMBER OF DAYS SPECIFIED HERE WILL
    AUTOMATICALLY BE PURGED.
DAYS NEW LABELS LAST: <Enter>
```

-----report continues-----

### Example: Inpatient Ward Parameters Edit (continued)

```
MAR ORDER SELECTION DEFAULT: ?
  Answer must be 1-10 characters in length.
Enter the number corresponding to the type of orders to be included on
MARs printed for this ward. Multiple types (except 1) may be selected
using "-" or "," as delimiters.
Choose from:
    1 - All Medications
    2 - Non-IV Medications only
    3 - IV Piggybacks
    4 - LVPs
    5 - TPNs
    6 - Chemotherapy Medications (IV)
MAR ORDER SELECTION DEFAULT: 1      1 - All Medications
PRINT PENDING ORDERS ON MAR: ?
  Enter YES to include acknowledged pending orders on the MARs
  Choose from:
    1      YES
PRINT PENDING ORDERS ON MAR: <Enter>
'SELF MED' IN ORDER ENTRY: ?
  Answer 'YES' to have the prompts for patient self-medication included in
  the order entry process.
  Choose from:
    1      YES
    0      NO
'SELF MED' IN ORDER ENTRY: <Enter>
Select WARD:
```

### 3.4.4. Systems Parameters Edit [PSJ SYS EDIT]

The PHARMACY SYSTEM file allows a hospital to tailor various aspects of the Unit Dose module that affect the entire medical center. Currently the following fields can be edited by using the *Systems Parameters Edit* option.

- “NON-FORMULARY MESSAGE:”

This is a message that will be shown to non-pharmacist users when ordering a non-formulary drug for a patient (a drug that is not currently stocked by the pharmacy). This is typically a warning and/or a procedure the non-pharmacist users must follow before the pharmacy will dispense the non-formulary drug. The message will show exactly as entered here.

“EDIT Option:”

This field is used to edit the non-formulary message displayed above.

- “PRINT 6 BLOCKS FOR THE PRN MAR:”

This field is used to indicate if 4 or 6 blocks are to be used for ONE-TIME/PRN orders on the 7/14 DAY MAR ONE-TIME/PRN SHEET. The 7/14 DAY MAR ONE-TIME/PRN SHEET will print 4 blocks if this field is not set to **YES**.

- “PRINT DIET ABBR LABEL ON MAR:”

If this field contains a **1** or **YES**, the Dietetics Abbreviated Label will be printed on the MAR.

- “MAR SORT:”

This parameter allows the sorting of the MAR by the order’s schedule type or alphabetically by the medication names.

CHOOSE FROM:

- 0** Sort by order’s Schedule Type and then by Medication Names
- 1** Sort by order’s Medication Names

- “ATC SORT PARAMETER:”

This parameter allows sending of the Pick List to the ATC machine by ATC mnemonic within Patient (as in Inpatient Medications versions up to 4.0), or else by admin time within patient.

CHOOSE FROM:

- 0** ATC MNEMONIC
- 1** ADMIN TIME

- “CALC UNITS NEEDED PRN ORDERS:”

This parameter controls whether or not the Units Needed will be calculated for the orders with PRN in the schedule field on the Pick List.

- “DAYS UNTIL STOP FOR ONE-TIME:”

This parameter indicates the number of days a one-time order should last if there is no ward parameter defined. This number can be between 1 and 30.

## Example: Systems Parameters Edit

```
Select PARAmeters Edit Menu Option: SYStems Parameters Edit

NON-FORMULARY MESSAGE:
  1>This is the Non formulary message!!!
EDIT Option: ?
  Choose, by first letter, a Word Processing Command
  or type a Line Number to edit that line.
EDIT Option: ^
PRINT 6 BLOCKS FOR THE PRN MAR: ?
  Enter 1 to allow 6 blocks to be printed for the ONE-TIME/PRN orders on the
  7/14 DAY MAR ONE-TIME/PRN SHEET.
  Choose from:
    1          YES
PRINT 6 BLOCKS FOR THE PRN MAR: <Enter>
PRINT DIET ABBR LABEL ON MAR: ?
  Enter 1 or Yes, the Dietetics Abbreviated Label will print on the MAR
  Choose from:
    1          YES
PRINT DIET ABBR LABEL ON MAR: <Enter>
MAR SORT: Sort by order's Medication Names.// ?
  Choose from:
    0          Sort by order's Schedule Type and then Medication Names.
    1          Sort by order's Medication Names.
MAR SORT: Sort by order's Medication Names.// <Enter>
ATC SORT PARAMETER: ATC MNEMONIC// ?
  Enter '0' to send Pick List to ATC by drug, '1' for admin time.
  Choose from:
    0          ATC MNEMONIC
    1          ADMIN TIME
ATC SORT PARAMETER: ATC MNEMONIC// <Enter>
CALC UNITS NEEDED PRN ORDERS: YES// ?
  Enter a 1 if you would like to have the UNITS NEEDED calculated for PRN
  orders on the Pick List.
  Choose from:
    1          YES
CALC UNITS NEEDED PRN ORDERS: YES// <Enter>
DAYS UNTIL STOP FOR ONE-TIME: ?
  Type a Number between 1 and 30, indicating the number of days a one-time
  order should last if there is no ward parameter defined.
DAYS UNTIL STOP FOR ONE-TIME: <Enter>
```

### 3.5. PATient Order Purge – Temporarily Unavailable

[PSJU PO PURGE]



**Note:** The *PATient Order Purge* option is “**Out of Order**” and **TEMPORARILY UNAVAILABLE**.

The *PATient Order Purge* option will start a background job to delete all orders for patients that have been discharged before or on the user-specified date. This option does not affect orders for currently admitted patients.

Patient order purge looks at the earliest start date of the last Pick List that has not been filed away and allows the user to purge orders three days before that start date.

This option is very CPU-intensive, and should be queued to run at a time of day when the fewest users are on the system, such as on a weekend. The supervisor should only purge several months of data at one time.

### 3.6. Pick List Menu

[PSJU PL MENU]

The *Pick List Menu* option is used to control deletion of a pick list, auto purging parameters, and the physical purging of pick lists.

#### Example: Pick List Menu

```
Select Supervisor's Menu Option: PPick List Menu

Delete a Pick List
PPick List Auto Purge Set/Reset
PUrge Pick Lists
```



### 3.6.1. Delete a Pick List

[PSJU PLDEL]

The *Delete a Pick List* option is used to delete the most recent pick list that has been run, but not filed away, for a ward group.



**Note:** If the user deleting the pick list is not the user who created it, a MailMan message is sent to all users with the PSJU MGR key.

#### Example: Delete a Pick List

```
Select Pick List Menu Option: DElete a Pick List

Select WARD GROUP NAME: ?
    Answer with WARD GROUP NAME
    Choose from:
    SOUTH WING
    PHARMACY      HOME
    WEST WING
    PHARMACY      FIDO

Select WARD GROUP NAME: SOUTH WING
    PHARMACY      HOME

The last Pick List was last run for SOUTH WING
by INPATIENT-MEDS,PHARMACIST on 02/05/01  13:42
Pick List number 76, for 02/03/01  13:21 through 02/04/01  13:20.

DO YOU WANT TO DELETE THIS PICK LIST? Y (Yes)

...a few moments, please.....DONE!
```

### 3.6.2. Pick List Auto Purge Set/Reset

[PSJU PLAPS]

The *Pick List Auto Purge Set/Reset* option allows the user (coordinator/supervisor) to start and stop the daily automatic deletions of pick lists that have been filed away. The user may specify the number of days (1-90) the pick lists remain on the system. When the supervisor wants the system to stop automatically deleting pick lists, the entry for this option can be deleted.

#### Example: Pick List Auto Purge Set/Reset

```
Select Pick List Menu Option: Pick List Auto Purge Set/Reset

DAYS 'FILED AWAY' PICK LISTS SHOULD LAST  1// ?

    If a number is found in this field by the daily background job, the job will
    completely delete all PICK LISTS that have been FILED AWAY and have been around
    longer than the number of days specified in this field.  Entering a number into
    this field will effectively start the AUTO PURGE.  DELETING this field will
    effectively STOP the AUTO PURGE.
    ENTER THE NUMBER (1-90) OF DAYS THAT PICK LISTS THAT ARE FILED AWAY MAY STAY
    IN THE COMPUTER.

DAYS 'FILED AWAY' PICK LISTS SHOULD LAST  1// <Enter>
```

### 3.6.3. **PURge Pick Lists**

[PSJU PLPRG]

With the *PURge Pick Lists* option, the user (coordinator/supervisor) can manually delete or purge all pick lists that are filed away and have a start date earlier than the date entered in this option.



**Note:** Purging pick lists will not purge the statistics extracted from them when they are filed. That data is stored elsewhere when the pick lists are filed.

#### **Example: Purge Pick Lists**

```
Select Pick List Menu Option: PURge Pick Lists

      ** AUTO PURGE SET TO 1 DAYS, AS OF 02/22/98  14:43 **

Enter PURGE STOP DATE: ?

  If a date is entered here, all of the FILED AWAY PICK LISTS that started
before the entered date will be deleted.
  Examples of Valid Dates:
    JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
    T   (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7,  etc.
    T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
  If the year is omitted, the computer assumes a date in the PAST.
  If only the time is entered, the current date is assumed.
  Follow the date with a time, such as JAN 20@10, T@10AM, 10:30, etc.
  You may enter a time, such as NOON, MIDNIGHT or NOW.
  You may enter  NOW+3'  (for current date and time Plus 3 minutes
    *Note--the Apostrophe following the number of minutes)

Enter PURGE STOP DATE: T-90  (NOV 10, 2000)
Pick list purge queued!
```

### 3.7. **Ward Groups**

[PSJU EWG]

The Unit Dose module makes use of wards as defined in the WARD LOCATION file. The module allows the supervisor to group the wards (Ward Group) together in various orders to facilitate the preparation of reports and other functions. The *Pick List* option requires the use of Ward Groups. The *Ward Groups* option allows the package coordinator to name the Ward Groups, and enter or edit data in the WARD GROUP file. The name given to each Ward Group is an arbitrary choice that can be from 1 to 20 characters long.

When each Ward Group is created, the user will be prompted to assign a type to the Ward Group. The type is required, and cannot be edited, once chosen. (The Ward Group would have to be deleted if the type was no longer valid.) Pharmacy and MAS are the two types of Ward Group choices.

Pharmacy (type) Ward Groups are the only Ward Groups that can be selected by the *Pick List* options. Because of dose tracking and accountability, the same ward is not allowed in more than one Pharmacy type Ward Group. MAS (type) Ward Groups can be comprised of any wards grouped in any manner desired. Both MAS and Pharmacy type Ward Groups can be selected for the various other reports and functions.

Any number of wards can be entered into a Ward Group. A Ward Group need only have one ward in it.

### Example: Ward Groups

```
Select Supervisor's Menu Option: Ward Groups

Select WARD GROUP NAME: ?
    Answer with WARD GROUP NAME
    Choose from:
    JUNK
ONE MAS
    SOUTH WING
PHARMACY HOME
    TESSS
MAS
    WEST WING
PHARMACY FIDO

    You may enter a new WARD GROUP, if you wish
    Answer must be 1-20 characters in length.

Select WARD GROUP NAME: SOUTH WING
PHARMACY HOME
NAME: SOUTH WING// <Enter>
Select WARD: 2 EAST// <Enter>
LENGTH OF PICK LIST (in hours): 24// <Enter>
PICK LIST - OMIT WARD SORT: YES (DO NOT SORT BY WARD) // <Enter>
PICK LIST - OMIT ROOM-BED SORT: <Enter>
PICK LIST - ROOM/BED SORT: <Enter>
PICK LIST - FORM FEED/PATIENT: <Enter>
PICK LIST - FORM FEED/WARD: <Enter>
PICK LIST - LINES ON FORM FEED: <Enter>
PRINT NON-ACTIVE ORDERS FIRST: <Enter>
BAXTER ATC DEVICE: HOME// <Enter>
USE OLD ATC INTERFACE: <Enter>
```

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## 4. SUPervisor's Menu (IV)

### [PSJI SUPERVISOR]

The *SUPervisor's Menu (IV)* option contains options only available to the applications coordinator. These include setting up site parameters, generating the IV AMIS report and cost/usage reports.

#### Example: Supervisor's Menu (IV)

```
Select SUPervisor's Menu (IV) Option: ?

AUto-Discontinue Set-Up
CAtegorY File (IV)
COmpile IV Statistics (IV)
ManagemenT Reports (IV) ...
PUrge Data (IV) ...
    **> Out of order:  TEMPORARILY UNAVAILABLE
Recompile Stats File (IV)
SIte Parameters (IV)
```

### 4.1. AUto-Discontinue Set-Up

#### [PSJ AC SET-UP]

The *AUto-Discontinue Set-Up* option allows the site to determine if a patient's Inpatient Medications (Unit Dose and IV) orders are to be automatically discontinued (d/c'd) or held when the patient is transferred between wards, between services or to authorized absence.

The decision to discontinue Inpatient Medications orders is determined by the site, on a ward-by-ward and/or service-by-service basis. While this process will entail extra set up on the site's part initially, it will allow the site almost complete control of the auto-discontinue process.

The set up for this process involves three main steps:

1. Auto-Discontinue for all wards: If the site wants to have Inpatient Medications orders discontinued on all or most ward transfers, the supervisor can have the module automatically set up all wards as 'from' and 'to' wards, saving some time. When this option is chosen, wards currently marked as inactive will also be included. The user can still delete, edit, or add 'from' and 'to' wards at any time. See step 2C for further information.
2. Ward transfers: The supervisor will select a 'from' ward. This is a ward from which a patient may be transferred. For each 'from' ward, the user can:

- A. Select an 'On Pass' action. This is the action the Inpatient Medications package will take on a patient's orders whenever the patient is transferred from the selected 'from' ward to authorized absence less than 96 hours (known as 'On Pass'). The possible actions are:
- Discontinue the orders
  - Place the orders on hold
  - Take no action
- B. Select an 'Authorized Absence' action. This is the action the Inpatient Medications package will take on a patient's orders whenever the patient is transferred from the selected 'from' ward to authorized absence greater than 96 hours. The possible actions are:
- Discontinue the orders
  - Place the orders on hold
  - Take no action
- C. Select an 'Unauthorized Absence' action. This is the action the Inpatient Medications package will take on a patient's orders whenever the patient is transferred from the selected 'from' ward to unauthorized absence greater than 96 hours. The possible actions are:
- Discontinue the orders
  - Place the orders on hold
  - Take no action
- D. Select the 'To' wards. Whenever a patient is transferred from the selected 'from' ward to any of the selected 'to' wards, the patient's IV and Unit Dose orders will be discontinued. For example, if 1 NORTH is selected as a 'from' ward and 1 SOUTH is selected as a 'to' ward, any time a patient is transferred FROM 1 NORTH TO 1 SOUTH, the patient's Inpatient Medications orders will be discontinued.

This process is one way only. For example, if the site also wants orders to be discontinued whenever a patient is transferred FROM 1 SOUTH TO 1 NORTH, the user will have to enter 1 SOUTH as a 'from' ward and then enter 1 NORTH as one of its 'to' wards.

3. Service transfers: The supervisor will select a 'from' service. This is a service from which a patient may be transferred. For each 'from' service, the user can select the 'to' services. Whenever a patient is transferred from the selected 'from' service to any of the selected 'to' services, the patient's IV and Unit Dose orders will be discontinued. For example, if MEDICINE is selected as a 'from' service and SURGERY is selected as a 'to' service, any time a patient is transferred FROM MEDICINE TO SURGERY, the patient's Inpatient Medications orders will be discontinued.

This process is also one way only. For example, if the site also wants orders to be discontinued whenever a patient is transferred FROM SURGERY TO MEDICINE, the user will have to enter SURGERY as a 'from' service and then enter MEDICINE as one of its 'to' services.



**Note:** If all of the wards are set for auto-discontinue, it is not necessary to enter services. If there is a specific ward or service for which the site does not want Inpatient Medications orders discontinued, then the supervisor only needs to delete the 'to' ward or service. Inpatient Medications orders are always automatically discontinued whenever the patient is admitted, discharged or transferred to unauthorized absence.



**Note:** Pending orders that are auto-discontinued will NEVER be re-instated.



**Note:** When the Patient Information Management System (PIMS) deletes a patient movement, the medication orders that were discontinued due to the movement are automatically reinstated. There are checks included to prevent the reinstatement of an order if a new duplicate order has been added. For IVs, when the order to be reinstated has any additives the same as a new order, it will not be reinstated.

A mail message is sent to the PSJ-ORDERS-REINSTATED mail group when the medication orders are automatically reinstated due to the deletion of a patient movement. This message contains the patient's name, last four digits of the patient's social security number, current ward location, reason the orders were reinstated, and a list of the orders that were reinstated. The orders will be listed in the mail message in the same format as a patient profile. This notification also includes any orders that could not be reinstated due to duplicates existing on the system.

#### Example: Auto-Discontinue Set-Up

```
Select SUPervisor's Menu (IV) Option: AUto-Discontinue Set-Up
Do you want the instructions for auto-discontinue set-up? Yes// N (No)
```

-----report follows-----

### Example: Auto-Discontinue Set-Up (continued)

```
Do you want the package to set-up all of your wards for auto-discontinue? No// <Enter> (No)

(Action on WARD transfer)
Select FROM WARD: 1 EAST// <Enter>
FROM WARD: 1 EAST//
'ON PASS' ACTION: DISCONTINUE ORDERS// <Enter>
ACTION ON AUTHORIZED ABSENCE: DISCONTINUE ORDERS // <Enter>
ACTION ON UNAUTHORIZED ABSENCE: DISCONTINUE ORDERS // <Enter>
Select TO WARD: 2 EAST// <Enter>
Select FROM WARD: <Enter>

(Action on SERVICE transfer)
Select FROM SERVICE: PSYCHIATRY// <Enter>
FROM SERVICE: PSYCHIATRY// <Enter>
Select TO SERVICE: NHC// <Enter>
Select FROM SERVICE:
```

## 4.2. Category File (IV) [PSJI IVCATEGORY]

The *Category File (IV)* option allows the supervisor to group drugs into categories. Within this file, the user can create a new drug category, add drugs to an existing drug category or delete drugs from previously defined categories. Once a drug category is created, provider cost reports, ward/drug usage cost reports and drug cost reports can be run for that drug category.

The advantage of this file is that the user can create custom-tailored reports. Examples of customized reports are drug utilization sets, restricted drugs by provider, reports by IV type, or any grouping of drugs that have something in common.



**Note:** The last drug entered into a category will always be the default drug at the “Select IV DRUG:” prompt when re-entering the category. To get a list of drugs in a category, type a question mark (?) at the “Select IV DRUG:” prompt.

### Example: Category File (IV)

```
Select SUPERVISOR's Menu (IV) Option: Category File (IV)
Select IV CATEGORY NAME: ?
Answer with IV CATEGORY NAME:
TEST

You may enter a new IV CATEGORY, if you wish
Answer must be 1-40 characters in length.

Select IV CATEGORY NAME: <Enter> TEST
NAME: TEST// <Enter>
Select IV DRUG: D10W// <Enter>
IV DRUG: D10W// <Enter>
GENERIC DRUG: DEXTROSE 10% 1000ML // (No Editing)
Select IV DRUG:
```



To delete a drug from a category, the user must choose the drug by typing in the drug name at the “Select IV DRUG:” prompt. The next prompt asks if the system has selected the correct drug (answer <Enter> for Yes if correct). At the following “Select IV DRUG:” prompt, the drug appears as the default drug. To delete the drug from the category, type an “at” symbol (@) at the prompt.

#### Example: Delete a Drug from a Category

```
Select SUPervisor's Menu (IV) Option: Category File (IV
Select IV CATEGORY NAME:      DEX
NAME: DEX//
Select IV DRUG: D5%// ?
  Answer with IV DRUG
  Choose from:
  D10W          DEXTROSE 10% 1000ML
  D5%           DEXTROSE 5% 1000ML
```

```

  You may enter a new IV DRUG, if you wish
  Enter one of the following:
    A.EntryName to select a IV ADDITIVES
    S.EntryName to select a IV SOLUTIONS

  To see the entries in any particular file type <Prefix.??>

Select IV DRUG: D5%// D10

  Searching for a IV ADDITIVES, (pointed-to by IV DRUG)

  Searching for a IV SOLUTIONS, (pointed-to by IV DRUG)
  D10W      D10W TEST PRINT NAME 2      1000 ML

  ...OK? Yes//  <Enter> (Yes)          DEXTROSE 10% 1000ML
  IV DRUG: D10W// @
  SURE YOU WANT TO DELETE THE ENTIRE IV DRUG? Yes
Select IV DRUG:
```

### 4.3. CCompile IV Statistics (IV)

#### [PSJI COMPILE STATS]

Statistical data is stored in a holding area each time a label is printed. The [PSJI BACKGROUND] option and the *CCompile IV Statistics (IV)* option both merge the information into the IV STATS file and delete any data which is older than the age specified in the site parameter, DAYS TO RETAIN IV STATS. This will be a number between 100 and 2000 days. If no entry is made for this parameter, this number will default to 100 days. This option is a menu option that allows the job to be started manually in cases where the data must be compiled before the automatic background job [PSJI BACKGROUND] runs that night.

It is suggested that the [PSJI BACKGROUND] option be set up to run nightly to ensure that the IV STATS file is kept up-to-date. The reports that capture data from the IV STATS file do not include any information waiting to be merged from the holding area. Contact the Information Resources Management Service (IRMS) Chief or Site Manager to have this task scheduled.

## **Problem with IV STATS File**

When labels are printed or returns are entered for an IV order, a transaction entry is added to the IV STATS file. These entries are later compiled either manually using the *Compile IV Statistics (IV)* option on the *SUPERVISOR'S MENU (IV)*, or by the IV Background job [PSJI BACKGROUND] that should be scheduled to run each night. When these entries are compiled, all additives in the order are counted as usage for each label printed or returned, regardless of whether the additive was included on the label or in the returned bottle.

### **Example: Hyperal Order**

```
SODIUM CHLORIDE 40 MEQ 1,2
POTASSIUM CHLORIDE 30 MEQ 3
K PHOS 10 MM 3
MVI CONC 5 ML
D 50 W 500 ML
125 ml/hr
```

When a single label is printed for this order and counted as usage, Potassium Chloride and K Phos will be counted in the IV STATS file, even though these additives were not printed on the label as they were to be included only in bottle 3.

## **4.4. Management Reports (IV)**

### **[PSJI MANAGEMENT REPORTS]**



Users must hold the PSJI MGR key for access to this option.

The *Management Reports (IV)* option allows the user to print reports from data compiled by the IV module. Those reports requiring 132-column paper are so noted in the menu options. If no paper width is indicated, standard 80-column width is assumed.

### **Example: Management Reports (IV)**

```
Select Management Reports (IV) Option: ?

      Active Order Report by Ward/Drug (IV)
      AMIS (IV)
      Drug Cost Report (132 COLUMNS) (IV)
PCR   Patient Cost Report (132 COLUMNS) (IV)
PSD   Patients on Specific Drug(s)
      PProvider Drug Cost Report(132 COLUMNS) (IV)
      Ward/Drug Usage Report (132 COLUMNS) (IV)
```

#### 4.4.1. Active Order Report by Ward/Drug (IV) [PSJI AOR]

The *Active Order Report by Ward/Drug (IV)* option allows the user to capture all active orders that exist for a specific ward, broken down by drug. At the “Select Ward:” prompt, a specific ward, Outpatient IVs (by entering ^OUTPATIENT) or all wards (by entering ^ALL) can be selected. At the “Select DRUG:” prompt, the user can select a specific drug, or all drugs (by entering ^ALL).

##### Example: Active Order Report by Ward/Drug (IV)

```
Select Management Reports (IV) Option:  Active Order Report by Ward/Drug (IV)

Select Ward (or enter ^ALL or ^OUTPATIENT): ?

This active order report will list all active orders within the
ward that you specify. You may select a specific ward. You may
also select Outpatient orders by entering ^OUTPATIENT or you may
select all wards by entering ^ALL.

Select Ward (or enter ^ALL or ^OUTPATIENT): ^ALL
Select DRUG (or enter ^ALL): ?

This active order report will list all active orders containing
the specified drug. You may pick a single drug or you may select
all drugs by entering ^ALL.

Select DRUG (or enter ^ALL): ^ALL
DEVICE: NT TELNET TERMINAL// 0;80;9999 NT/Cache virtual TELNET terminal

...EXCUSE ME, LET ME THINK ABOUT THAT A MOMENT...
```

```
Active Order Report by Ward/Drug For: ALL WARDS, ALL DRUGS
Printed by: INPATIENT-MEDS,PHARMACIST on FEB 8,2001@22:55:37          PAGE: 1

IV ROOM/WARD/NAME/ORDER          STOP DATE          PROVIDER
=====

IV ROOM: BIRMINGHAM ISC

WARD: 1 EAST

ABC,PATIENT 9111

[342]      P          FEB 16,2001@16:54          INPATIENT-MEDS,PROVI
ATROPINE 1 MG
0.9% NACL 500 ML
INFUSE OVER 10 MIN.
QID 01-09-15-20
Cumulative doses: 0

[343]      A          FEB 11,2001@16:54          INPATIENT-MEDS,PROVI
AMPICILLIN 100 GM
0.9% NACL 500 ML
100 ml/hr
Cumulative doses: 0
```

#### 4.4.2. AMIS (IV)

[PSJI AMIS]

The *AMIS (IV)* option allows the user to run a report that captures the IV workload of the pharmacy by ward. Only those wards with a dispensing amount will be included. The user will be prompted to select a start date and a stop date to set the time span for which the costs will be calculated.



**Note:** Canceled, recycled or destroyed IV bags are not subtracted out of the total bag count on the AMIS report

#### Example: AMIS (IV) Report

```
Select Management Reports (IV) Option: AMIS (IV)

The IV BACKGROUND JOB [PSJI BACKGROUND JOB] that compiles IV cost data
was last successfully run on: FEB 8,2001@22:52:18

The oldest cost data for room: BIRMINGHAM ISC goes back to: JUN 29,1999

Enter Start Date: T-1000 (MAY 15, 1998)

Enter End Date: T (FEB 08, 2001)

DEVICE: NT TELNET TERMINAL// 0;80;999 NT/Cache virtual TELNET terminal
```

IV AMIS REPORT		Page No. 1
FROM MAY 15,1998 THROUGH FEB 8,2001		FEB 8,2001
TYPE	TOTAL DISPENSED (BAGS)	AVERAGE COST
=====		
IV ROOM BIRMINGHAM ISC		
1 EAST		
Piggyback	96	5.4882
Admixture	3	1.1089
Hyperal	0	0.0000
Syringe	0	0.0000
Chemotherapy	1	0.4670
TOTAL FOR WARD	100	5.3066
2 EAST		
Piggyback	79	1.2436
Admixture	4	0.9830
Hyperal	0	0.0000
Syringe	0	0.0000
Chemotherapy	0	0.0000
TOTAL FOR WARD	83	1.2311
		=====
*TOTAL FOR IV ROOM: BIRMINGHAM ISC		6.5377
*Piggyback	175	3.5721
*Admixture	7	1.0370
*Hyperal	0	0.0000
*Syringe	0	0.0000
*Chemotherapy	1	0.4670
FINISHED PRINTING ON: FEB 8,2001@23:07:41		

#### 4.4.3. Drug Cost Report (132 COLUMNS) (IV)

##### [PSJI DRUG COST REPORT]

The *Drug Cost Report (132 COLUMNS) (IV)* option allows the user to capture the total dispensing cost for an IV drug. The system will give the date of the oldest cost data on file for the IV room selected and proceed to prompt the user for more information. The user is asked to select a start date and a stop date to set the time span for which the costs will be calculated. Once a stop date is entered and the selection of the type of cost report (regular or condensed), the system will prompt for a drug name. The user can select a specific drug, all drugs (by entering ^ALL), all non-formulary drugs (by entering ^NON), a category of drugs (by entering ^CAT), a VA drug class (by entering ^VADC), or an IV type, such as piggyback or syringe (by entering ^TYPE). The user can request a high/low drug cost report (by entering ^HIGH). The user will be prompted whether to include patient data. When a regular (non-condensed) report has been selected, the system will prompt whether the report should include ward data.

The Drug Cost Report includes bag and cost summaries at the end of the report, as well as the grand total costs for dispensed, destroyed, recycled, and canceled IV bags. Total drug units and total drug costs are listed for each drug in the report.

The following formulas are used to calculate the results in the Bag and Cost Summaries:

##### **Bag Summary**

- % Destroyed = (Grand Total Destroyed/Grand Total Bags Dispensed) \* 100%
- % Recycled = (Grand Total Recycled/Grand Total Bags Dispensed) \* 100%
- % Canceled = (Grand Total Canceled/Grand Total Bags Dispensed) \* 100%

##### **Cost Summary**

- % Destroyed = (Grand Total Destroyed/Grand Total Bags Dispensed) \* 100%
- % Recycled = (Grand Total Recycled/Grand Total Bags Dispensed) \* 100%
- % Canceled = (Grand Total Canceled/Grand Total Bags Dispensed) \* 100%



**Note:** Grand Total Column for bags is not shown in the drug cost report. All summaries are in relation to Dispensed Bags and Dispensed Cost.

##### **Additional Computations in Drug Cost Report**

This report breaks down each drug by ward. The Total Drug Units for each drug is calculated using the following formulas:

- Total Drug Units = Total Drug Units Dispensed – Total Drug Units Recycled – Total Drug units Canceled

- Total Drug Cost = Total Drug Cost Dispensed – Total Drug Cost Recycled – Total Drug Cost Canceled
- Total Bags for Drug = Total Bags Dispensed – Total Bags Recycled – Total Bags Canceled
- Total Drug Cost = Total Drug Units \* Drug Cost per Unit
- Grand Total Cost = Grand Total Cost Dispensed – Grand Total Cost Recycled – Grand Total Cost Canceled

#### Example: Drug Cost Report (IV)

Select Management Reports (IV) Option: **Drug Cost Report** (132 COLUMNS) (IV)

The IV BACKGROUND JOB [PSJI BACKGROUND JOB] that compiles IV cost data was last successfully run on: FEB 8,2001@22:52:18

**\*\*WARNING\*\*** that was <5> days ago. PLEASE contact your site manager.  
Cost data is probably not accurate because of this.

The oldest cost data for room: BIRMINGHAM ISC goes back to: JUN 29,1999

Enter Start Date: **6/29/00** (JUN 29, 2000)

Enter End Date: **T** (FEB 13, 2001)

Select one of the following:

C	Condensed
R	Regular

(R)egular or (C)ondensed: Regular// **<Enter>**

Select IV room: ^ALL// **BIRMINGHAM ISC**

Select DRUG:

or ^ALL (All drugs):  
or ^NON (Non-formulary drugs):  
or ^CAT (Category of drugs):  
or ^VADC (VA drug class):  
or ^HIGH (H/L cost):  
or ^TYPE (IV type):**^TYPE**

Select IV TYPE: **ADMIXTURE**

DEVICE: NT TELNET TERMINAL// 0;132;999 NT/Cache virtual TELNET terminal

-----report follows-----

# Example: Drug Cost Report (IV) (continued)

IV DRUG COST REPORT (REGULAR) FOR: JUN 29,2000 THROUGH FEB 13,2001 IV ROOM: BIRMINGHAM ISC IV TYPE: ADMIXTURE PRINTED BY: INPATIENT-MEDS, PHARMACIST ON FEB 13, 2001@09:41:51					PAGE:1
IV ROOM/DRUG/WARD	DISPENSED	(DESTROYED)	RECYCLED	CANCELLED	UNITS COST
=====					
IV ROOM: BIRMINGHAM ISC					
AMPHOTERICIN B	1 BAGS	0 BAGS	0 BAGS	0 BAGS	1 BAGS
WARD: 1 EAST	1.00 MG	0.00	0.00	0.00	\$ 0.31
	=====	=====	=====	=====	=====
TOTAL DRUG UNITS:	1.00 MG	0.00	0.00	0.00	1.00
	=====	=====	=====	=====	=====
TOTAL DRUG COST:	\$ 0.31	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.31
D5-0.45% NACL 500 ML	1 BAGS	0 BAGS	0 BAGS	0 BAGS	1 BAGS
WARD: 1 EAST	500.00 ML	0.00	0.00	0.00	\$ 0.25
	=====	=====	=====	=====	=====
TOTAL DRUG UNITS:	500.00 ML	0.00	0.00	0.00	500.00
	=====	=====	=====	=====	=====
TOTAL DRUG COST:	\$ 0.25	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.25
	=====	=====	=====	=====	=====
	=====	=====	=====	=====	=====
GRAND TOTAL COST:	\$ 0.56	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.56

IV DRUG COST REPORT (REGULAR) FOR: JUN 29,2000 THROUGH FEB 13,2001 IV ROOM: BIRMINGHAM ISC IV TYPE: ADMIXTURE PRINTED BY: INPATIENT-MEDS, PHARMACIST ON FEB 13, 2001@09:41:51					PAGE:2
=====					
BAG SUMMARY:					
DESTROYED	=	0.00 %		OF DISPENSED BAGS	
RECYCLED	=	0.00 %		OF DISPENSED BAGS	
CANCELLED	=	0.00 %		OF DISPENSED BAGS	
COST SUMMARY:					
DESTROYED	=	0.00 %		OF DISPENSED COST	
RECYCLED	=	0.00 %		OF DISPENSED COST	
CANCELLED	=	0.00 %		OF DISPENSED COST	
FINISHED PRINTING ON: FEB 13,2001@09:41:51					

#### 4.4.4. Patient Cost Report (132 COLUMNS) (IV) [PSJI PATIENT COST]

The *Patient Cost Report (132 COLUMNS) (IV)* option allows the user to capture the total IV dispensing cost for a patient. The system will prompt the user to select a start date and a stop date that will set the time span for which the costs will be calculated.

##### Example: Patient Cost Report (IV)

Select Management Reports (IV) Option: **Patient Cost Report (132 COLUMNS) (IV)**

The IV BACKGROUND JOB [PSJI BACKGROUND JOB] that compiles IV cost data was last successfully run on: FEB 8,2001@22:52:18

The oldest cost data for room: BIRMINGHAM ISC goes back to: JUN 29,1999

Enter Start Date: **T-1000** (MAY 15, 1998)

Enter End Date: **T** (FEB 08, 2001)

Select PATIENT: **ABC**,PATIENT 123459111 1 EAST

DEVICE: NT TELNET TERMINAL// 0;132;999 NT/Cache virtual TELNET terminal

FEB 8,2001

PATIENT COST REPORT FOR:  
ABC,PATIENT PID: 123-45-9111  
MAY 15,1998 THROUGH FEB 8,2001  
WARD: 1 EAST  
DOB: AUG 18,1920 SEX: MALE  
Weight (kg): NF  
DX: TEST

PAGE 1

DRUG NAME	DISPENSED	(DESTROYED)	RECYCLED	CANCELLED	DRUG COST
0.9% NACL 500 ML	1000.00 ML	0.00	0.00	0.00	\$ 468.0000
0.9% NaCl 250 ML	2750.00 ML	0.00	0.00	0.00	\$ 4.9500
AMPICILLIN	31.00 GM	0.00	0.00	0.00	\$ 15.8100
CIMETIDINE 300MG PREMIX	1.00 UNITS	0.00	0.00	0.00	\$ 0.0000
D5-0.2% NaCl 1000 ML	4000.00 ML	0.00	0.00	0.00	\$ 2.0800
D5-0.45% NaCl 1000 ML	1000.00 ML	0.00	0.00	0.00	\$ 1.2100
MORPHINE SULFATE	1.00 MG	0.00	0.00	0.00	\$ 0.4500
MULTIVITAMINS	10.00 ML	0.00	10.00	0.00	\$ 0.0000
PRIMAXIN	5.00 MG	0.00	0.00	0.00	\$ 0.1450
THEOPHYLLINE 200MG PREMIX	2.00 UNITS	0.00	0.00	0.00	\$ 2.5560
GRAND TOTAL:					\$ 495.2010

FINISHED PRINTING ON: FEB 8,2001@23:10:03



#### **4.4.5. Patients on Specific Drug(s)**

**[PSJ PDV]**

The *Patients on Specific Drug(s)* option creates a report that lists patients on specific Orderable Item(s), Dispense Drug(s), or VA class(es) of drugs. When more than one of these drugs is chosen, only patients with orders containing all the drugs or classes will be displayed.

The user will be prompted for the start and stop dates. Orders that are active between these two dates will be listed on the report. The user then has the choice to see only IV orders, Unit Dose orders or both types of orders. These orders may be sorted by patient name or by the start date of the orders. The user will choose to sort by Orderable Items, Dispense Drug or VA class of drugs and then choose one or multiple drugs or classes. If a single drug or class is chosen, the orders for that drug or class will be listed. If multiple drugs or classes are chosen, the patient must have an order for each of the drugs or classes for the patient and their orders to print.

For example: Patient A has an order for ACETAMINOPHEN TAB, patient B has an order for ASPIRIN TAB, and patient C has orders for both. If the user chooses two Orderable Items (ACETAMINOPHEN TAB and ASPIRIN TAB), only patient C's orders would be printed.

## Example: Patients on Specific Drug(s) Report

```
Select Management Reports (IV) Option: Patients on Specific Drug(s)

Enter start date: T-9 (JAN 30, 2001)

Enter stop date: T (FEB 08, 2001)

List IV orders, Unit Dose orders, or All orders: ALL// <Enter>

Do you wish to sort by (P)atient or (S)tart Date: Patient// <Enter>

List by (O)rderable Item, (D)ispense Drug, or (V)A Class of Drugs: Orderable Item

Select PHARMACY ORDERABLE ITEM NAME: WARFARIN TAB

Dispense Drugs for WARFARIN are:
WARFARIN 10MG U/D
WARFARIN 5MG U/D
WARFARIN 2.5MG U/D
WARFARIN 2MG U/D
WARFARIN 5MG
WARFARIN 7.5MG U/D
WARFARIN 2.5MG
WARFARIN 2MG
WARFARIN 7.5MG
WARFARIN 10MG

Select PHARMACY ORDERABLE ITEM NAME: <Enter>

Select number of matches: 1// <Enter>

Select PRINT DEVICE: NT/Cache virtual TELNET terminal

...this may take a few minutes...
...you really should QUEUE this report, if possible...
Press RETURN to continue "^" to exit: <Enter>
```

```
02/08/01                                     PAGE: 1

                LISTING OF PATIENTS WITH ORDERS CONTAINING ORDERABLE ITEM(S):
                        WARFARIN
                FROM 01/30/01 00:01 TO 02/08/01 24:00

-----
Patient                Order                Start  Stop
                Date      Date
-----
ABC, PATIENT           WARFARIN TAB                01/30  01/31
123-45-9111           Give: 5MG PO QPM PRN
1 EAST

                WARFARIN TAB                01/30  01/31
                Give: 5MG PO QPM PRN
```

#### 4.4.6. PROvider Drug Cost Report (132 COLUMNS) (IV) [PSJI PROVIDER REPORT]

The *PROvider Drug Cost Report (132 COLUMNS) (IV)* option allows the user to capture the total IV dispensing cost for a provider. The system will prompt for a start date and a stop date for which the costs will be calculated. A specific provider can be selected or the system will capture data for all providers. The user may select one drug, ^ALL for all drugs, ^NON for non-formulary drugs only, ^CAT for category of drugs, or ^VADC for a VA drug class. A regular or condensed version of this report may be generated. The condensed version is listed in an 80-column format, and includes IV room, provider name and the total dispensing cost for the provider.

##### Example: Provider Drug Cost Report (IV)

```
Select Management Reports (IV) Option: Provider Drug Cost Report (132 COLUMNS) (IV)
```

```
The IV BACKGROUND JOB [PSJI BACKGROUND JOB] that compiles IV cost data  
was last successfully run on: FEB 8,2001@22:52:18
```

```
The oldest cost data for room: BIRMINGHAM ISC goes back to: JUN 29,1999
```

```
Enter Start Date: T-1000 (MAY 15, 1998)
```

```
Enter End Date: T (FEB 08, 2001)
```

```
Select one of the following:
```

```
      C      Condensed  
      R      Regular
```

```
(R)egular or (C)ondensed: Regular// <Enter>
```

```
Select IV room: ^ALL// <Enter>
```

```
Select PROVIDER (or enter ^ALL): ^ALL
```

```
Select DRUG:
```

```
  or ^ALL (All drugs):  
  or ^NON (Non-formulary drugs):  
  or ^CAT (Category of drugs):  
  or ^VADC (VA drug class):^ALL
```

```
DEVICE: NT TELNET TERMINAL// 0;132;99 NT/Cache virtual TELNET terminal
```

```
-----report follows-----
```

# Example: Provider Drug Cost Report (IV) (continued)

PROVIDER DRUG COST REPORT (REGULAR): MAY 15,1998 THROUGH FEB 8,2001 ALL PROVIDERS ALL DRUGS ALL IV ROOMS					PAGE:1
PROVIDER	DISPENSED	DESTROYED	RECYCLED	CANCELLED	COST
=====					
IV ROOM: BIRMINGHAM ISC					
PROVIDER: INPATIENT-MEDS,PHARMACIST					
0.9% NACL 100 ML	300.00 ML	0.00	0.00	0.00	\$ 2.43
0.9% NACL 50 ML	400.00 ML	0.00	500.00	0.00	\$ -1.56
0.9% NACL 500 ML	1000.00 ML	0.00	0.00	0.00	\$ 468.00
0.9% NaCl 250 ML	40000.00 ML	0.00	0.00	0.00	\$ 72.00
AMPICILLIN	71.31 GM	0.00	0.00	0.00	\$ 36.37
CALCIUM GLUCONATE 10%	1.80 ML	0.00	0.00	0.00	\$ 0.09
CIMETIDINE 300MG PREMIX	7.00 UNITS	0.00	0.00	0.00	\$ 0.00
D10W 1000 ML D10W TEST	3000.00 ML	0.00	0.00	0.00	\$ 2.10
D5-0.45% NACL 500 ML	1000.00 ML	0.00	0.00	0.00	\$ 0.50
D5-0.45% NaCl 1000 ML	1000.00 ML	0.00	0.00	0.00	\$ 1.21
D5W 1000 ML D5W TEST	1000.00 ML	0.00	1000.00	0.00	\$ 0.00
DEXTROSE 20% 1666 ML	3332.00 ML	0.00	0.00	0.00	\$ 33.32
DEXTROSE 5% 250ML BAG	0.98 UNITS	0.00	0.00	0.00	\$ 0.96
HUMAN INSULIN REG	0.90 UNITS	0.00	0.00	0.00	\$ 0.00
MANNITOL 20%	8.50 ML	0.00	0.00	0.00	\$ 0.12
MULTIVITAMINS	10.00 ML	0.00	30.00	0.00	\$ -3.18
POTASSIUM CHLORIDE	4.37 MEQ	0.00	0.00	0.00	\$ 0.04
PRIMAXIN	5.00 MG	0.00	0.00	0.00	\$ 0.15
THEOPHYLLINE 200MG PREMIX	1.34 UNITS	0.00	0.00	0.00	\$ 1.71
TOTAL FOR PROVIDER: INPATIENT-MEDS,PHARMACIST					\$ 614.27
PROVIDER: INPATIENT-MEDS,PROVIDER					
AMPHOTERICIN B	1.00 MG	0.00	0.00	0.00	\$ 0.31
AMPICILLIN	2.00 GM	0.00	0.00	0.00	\$ 1.02
D5-0.2% NaCl 1000 ML	4000.00 ML	0.00	0.00	0.00	\$ 2.08
D5-0.45% NACL 500 ML	500.00 ML	0.00	0.00	0.00	\$ 0.25
MORPHINE SULFATE	1.00 MG	0.00	0.00	0.00	\$ 0.45
THEOPHYLLINE 200MG PREMIX	1.00 UNITS	0.00	0.00	0.00	\$ 1.28
TOTAL FOR PROVIDER: INPATIENT-MEDS,PROVIDER					\$ 5.39
GRAND TOTAL:					\$ 619.66
FINISHED PRINTING ON: FEB 8,2001@23:14:36					

#### 4.4.7. Ward/Drug Usage Report (132 COLUMNS) (IV) [PSJI WARD/DRUG USAGE REPORT]

The *Ward/Drug Usage Report (132 COLUMNS) (IV)* option allows the user to capture the total IV dispensing cost for a drug, broken down by ward. The system will prompt the user to select a start date and a stop date for which the costs will be calculated. The user may select a specific drug, ^ALL to capture data for all drugs, ^NON to capture data for all non-formulary drugs, ^CAT to capture data for a category of drugs, or ^VADC to capture data for a specific VA drug class. At the “Select WARD:” prompt, the user may enter the name of a specific ward, enter ^ALL for all wards or enter ^OUTPATIENT for the outpatient orders only.

##### Example: Ward/Drug Usage Report (IV)

```
Select Management Reports (IV) Option: Ward/Drug Usage Report (132 COLUMNS) (IV)
```

```
The IV BACKGROUND JOB [PSJI BACKGROUND JOB] that compiles IV cost data  
was last successfully run on: FEB 8,2001@22:52:18
```

```
The oldest cost data for room: BIRMINGHAM ISC goes back to: JUN 29,1999
```

```
Enter Start Date: T-1000 (MAY 15, 1998)
```

```
Enter End Date: T (FEB 08, 2001)
```

```
Select IV room: ^ALL// ^ALL
```

```
Select DRUG:
```

```
or ^ALL (All drugs):  
or ^NON (Non-formulary drugs):  
or ^CAT (Category of drugs):  
or ^VADC (VA drug class):^ALL
```

```
Select WARD
```

```
or enter ^ALL (all wards)  
or enter ^OUTPATIENT (outpatient ward): ^ALL
```

```
DEVICE: NT TELNET TERMINAL// 0;132;99 NT/Cache virtual TELNET terminal
```

```
-----report follows-----
```

**Example: Ward/Drug Usage Report (IV) (continued)**

WARD/DRUG USAGE REPORT						PAGE: 1
JAN 30,2001 THROUGH FEB 8,2001						
ALL WARDS						
ALL DRUGS						
ALL IV ROOMS						
DRUG NAME	DISPENSED	(DESTROYED)	RECYCLED	CANCELLED	DRUG COST	
=====						
IV ROOM: BIRMINGHAM ISC						
2 EAST						
0.9% NACL 100 ML	300.00 ML	0.00	0.00	0.00	\$ 2.43	
0.9% NACL 50 ML	400.00 ML	0.00	500.00	0.00	\$ -1.56	
0.9% NaCl 250 ML	16750.00 ML	0.00	0.00	0.00	\$ 30.15	
AMPICILLIN	42.22 GM	0.00	0.00	0.00	\$ 21.53	
CALCIUM GLUCONATE 10%	1.46 ML	0.00	0.00	0.00	\$ 0.07	
CIMETIDINE 300MG PREMIX	7.00 UNITS	0.00	0.00	0.00	\$ 0.00	
D10W 1000 ML D10W TEST	3000.00 ML	0.00	0.00	0.00	\$ 2.10	
D5-0.45% NACL 500 ML	1000.00 ML	0.00	0.00	0.00	\$ 0.50	
D5-0.45% NaCl 1000 ML	1000.00 ML	0.00	0.00	0.00	\$ 1.21	
D5W 1000 ML D5W TEST	1000.00 ML	0.00	1000.00	0.00	\$ 0.00	
DEXTROSE 20% 1666 ML	3332.00 ML	0.00	0.00	0.00	\$ 33.32	
DEXTROSE 5% 250ML BAG	0.98 UNITS	0.00	0.00	0.00	\$ 0.96	
HUMAN INSULIN REG	0.90 UNITS	0.00	0.00	0.00	\$ 0.00	
MULTIVITAMINS	10.00 ML	0.00	30.00	0.00	\$ -3.18	
POTASSIUM CHLORIDE	3.35 MEQ	0.00	0.00	0.00	\$ 0.03	
PRIMAXIN	5.00 MG	0.00	0.00	0.00	\$ 0.15	
THEOPHYLLINE 200MG PREMIX	1.00 UNITS	0.00	0.00	0.00	\$ 1.28	
					-----	
TOTAL FOR WARD: 2 EAST					\$ 89.00	
1 EAST						
0.9% NACL 500 ML	1000.00 ML	0.00	0.00	0.00	\$ 468.00	
0.9% NaCl 250 ML	23250.00 ML	0.00	0.00	0.00	\$ 41.85	
AMPHOTERICIN B	1.00 MG	0.00	0.00	0.00	\$ 0.31	
AMPICILLIN	31.09 GM	0.00	0.00	0.00	\$ 15.86	
CALCIUM GLUCONATE 10%	0.34 ML	0.00	0.00	0.00	\$ 0.02	
D5-0.2% NaCl 1000 ML	4000.00 ML	0.00	0.00	0.00	\$ 2.08	
D5-0.45% NACL 500 ML	500.00 ML	0.00	0.00	0.00	\$ 0.25	
MANNITOL 20%	8.50 ML	0.00	0.00	0.00	\$ 0.12	
MORPHINE SULFATE	1.00 MG	0.00	0.00	0.00	\$ 0.45	
POTASSIUM CHLORIDE	1.02 MEQ	0.00	0.00	0.00	\$ 0.01	
THEOPHYLLINE 200MG PREMIX	1.34 UNITS	0.00	0.00	0.00	\$ 1.71	
					-----	
TOTAL FOR WARD: 1 EAST					\$ 530.66	
GRAND TOTAL:					=====	
					\$ 619.66	
FINISHED PRINTING ON: FEB 8,2001@23:06:04						

## 4.5. PUrge Data (IV) – Temporarily Unavailable

[PSJI PURGE]



**Note:** The *PUrge Data (IV)* option is “Out of Order” and TEMPORARILY UNAVAILABLE.



Users must hold the PSJI PURGE key for access to this option.

The *PUrge Data (IV)* option allows the supervisor to purge orders using one of two sub-options shown below.

### 4.5.1. Delete Orders (IV) – Temporarily Unavailable

[PSJI DELETE ORDER]

The *Delete Orders (IV)* option allows the deletion of IV orders for a specific patient. This option should only be used if an order has been entered for the wrong patient. The deletion of IV orders will only take place if there were no labels printed for that order!



**Note:** Notice that the number shown on the patient profile under the # symbol is only a reference number. That number is NOT the internal order number of the order. The reference numbers will always be from one (1) to the number of orders that have been entered for that patient. The internal order numbers may be quite large, since each order in the system has a unique internal order number. The internal order number is only displayed on the order view of the order.

### 4.5.2. Purge Expired Orders (IV) – Temporarily Unavailable

[PSJI PURGE ORDERS]

The *Purge Expired Orders (IV)* option will allow the user to purge all Expired and Discontinued IV orders that have been inactive for at least 30 days. Any orders that are purged from the database cannot be retrieved. The user is required to enter a date. All IV orders, which have been discontinued before that date entered, will be deleted. Orders, which have an expiration date after the date entered, will remain on file. Orders that have been inactivated less than 30 days cannot be purged.



**Note:** Large volumes of orders are entered (and expire) in the IV module. Therefore, this option should be run at least once a month. This will speed up module operation because obsolete orders will not have to be compiled.

## 4.6. Recompile Stats File (IV)

### [PSJI RECOMPILE]

The *Recompile Stats File (IV)* option allows the user to change the costs in the IV STATS file dispensed in the past. The AVERAGE DRUG COST PER UNIT field in the IV ADDITIVES or IV SOLUTIONS file must have been edited (by using the *Drug Enter/Edit* option in the *Pharmacy Data Management (PDM) Menu*) for the new cost to appear. The user must enter a start date (date that the changed cost went into effect) and an ending date (last date the changed cost should be in effect). A specific drug can be chosen to update or several drug names, separated by a comma (,), can be entered. After the dates and drug(s) have been entered, the recompilation of the IV STATS file runs as a background job.

## 4.7. Site Parameter (IV)

### [PSJI SITE PARAMETERS]

The *Site Parameter (IV)* option allows the application coordinator to define the characteristics of the IV room and satellites to the module. Manufacturing and delivery times, label size and same day expiration are identified. This information is stored in the IV ROOM file. The user must define at least one IV room in order for the IV module to function correctly. The definition of the IV room can be altered at any time.

### Example: Site Parameter (IV)

```
Select SUPervisor's Menu (IV) Option: Site Parameters (IV)
Select IV ROOM NAME: ?

    You may enter a new IV ROOM, if you wish
    Answer must be 1-30 characters in length, identifying an IV
    distribution area. Each satellite (area) must be named separately.

Select IV ROOM NAME:      BIRMINGHAM ISC
NAME: BIRMINGHAM ISC// <Enter>
LENGTH OF LABEL: 18// ?
    Type a whole number between 12 and 66.
LENGTH OF LABEL: 18// <Enter>
WIDTH OF LABEL: 30// ?
    Enter a number between 10 and 100 of maximum characters that may print on
    a single line of your labels.
WIDTH OF LABEL: 30// <Enter>
LINE FEEDS BETWEEN LABELS: 2// ?
    Type a whole number between 0 and 6.
LINE FEEDS BETWEEN LABELS: 2// <Enter>
END OF LABEL TEXT: Fld by: _____ Chkd by: _____ Replace ?
    Answer must be 1-245 characters in length.
END OF LABEL TEXT: Fld by: _____ Chkd by: _____ Replace
HEADER LABEL: YES// ?
    Choose from:
    0          NO
    1          YES
HEADER LABEL: YES// <Enter>
```

-----report continues-----



### Example: Site Parameter (IV) (continued)

```
SHOW BED LOCATION ON LABEL: YES// <Enter>
USE SUSPENSE FUNCTIONS: YES// <Enter>
DOSE DUE LINE: BOTH IVPB'S AND LVP'S// ?
  Choose from:
    0      NO DOSE DUE LINE
    1      IVPB'S ONLY
    2      LVP'S ONLY
    3      BOTH IVPB'S AND LVP'S
DOSE DUE LINE: BOTH IVPB'S AND LVP'S// <Enter>
LVP'S GOOD FOR HOW MANY DAYS: 14// ?
  Type a Number between 1 and 31, 2 Decimal Digits
LVP'S GOOD FOR HOW MANY DAYS: 14// <Enter>
HYPERAL GOOD FOR HOW MANY DAYS: 7// <Enter>
PB'S GOOD FOR HOW MANY DAYS: 7// <Enter>
SYRN'S GOOD FOR HOW MANY DAYS: 7// <Enter>
CHEMO'S GOOD FOR HOW MANY DAYS: 10// <Enter>
STOP TIME FOR ORDER: 1654// ?
  Type a whole number between 0001 and 2400.
STOP TIME FOR ORDER: 1654// <Enter>
EXPIRE ALL ORDERS ON SAME DAY: NO// ?
  Choose from:
    0      NO
    1      YES
EXPIRE ALL ORDERS ON SAME DAY: NO// <Enter>
ACTIVITY RULER: YES// ?
  Choose from:
    0      NO
    1      YES
ACTIVITY RULER: YES// <Enter>
TOTAL VOL. ON HYPERAL LABELS: YES// ?
  Choose from:
    0      NO
    1      YES
TOTAL VOL. ON HYPERAL LABELS: YES// <Enter>
Select START OF COVERAGE: 1000// ?
  Answer with START OF COVERAGE
  Choose from:
    1      0901      S covering from 0901 to 2100
    2      0001      P covering from 2400
    3      1200      H covering from 1200 to 1159
    4      0001      A covering from 0001-2400
    6      1100      A covering from 1100 to 1059
    7      1000      C covering from 1000 to 2400
    You may enter a new START OF COVERAGE, if you wish
    Answer must be in military time (i.e., 4 NUMBERS)!

Select START OF COVERAGE: 1000// <Enter>
  START OF COVERAGE: 1000// <Enter>
  END OF COVERAGE: 2400// <Enter>
  TYPE: CHEMOTHERAPY// <Enter>
  MANUFACTURING TIME: 1000// <Enter>
  DESCRIPTION: 1000 to 2400// <Enter>
Select START OF COVERAGE: <Enter>
Select DELIVERY TIME: 2200// <Enter>
LABEL DEVICE: LAT TERM// <Enter>
REPORT DEVICE: LAT TERM// <Enter>
INACTIVATION DATE: <Enter>
DAYS TO RETAIN IV STATS: 189// <Enter>

You are signed on under the BIRMINGHAM ISC IV ROOM
```

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## 5. Glossary

### Action Prompt

There are three types of “Action” prompts that occur during order entry. One type of requesting action on the order is the standard ListMan action prompt. The following actions are valid:

<b>+</b>	<b>Next Screen</b>
<b>-</b>	<b>Previous Screen</b>
<b>UP</b>	<b>Up a Line</b>
<b>DN</b>	<b>Down a Line</b>
<b>&gt;</b>	<b>Shift View to Right</b>
<b>&lt;</b>	<b>Shift View to Left</b>
<b>FS</b>	<b>First screen</b>
<b>LS</b>	<b>Last Screen</b>
<b>GO</b>	<b>Go to Page</b>
<b>RD</b>	<b>Re Display Screen</b>
<b>PS</b>	<b>Print Screen</b>
<b>PT</b>	<b>Print List</b>
<b>SL</b>	<b>Search List</b>
<b>Q</b>	<b>Quit</b>
<b>ADPL</b>	<b>Auto Display (on/off)</b>

The second type of “Action” prompts is the Inpatient Medications Patient/Order actions. These actions are:

<b>PU</b>	<b>Patient Record Updates</b>
<b>DA</b>	<b>Detailed Allergy/ADR List</b>
<b>VP</b>	<b>View Profile</b>
<b>NO</b>	<b>New Orders Entry</b>
<b>IN</b>	<b>Intervention Menu</b>
<b>PI</b>	<b>Patient Information</b>
<b>SO</b>	<b>Select Order</b>
<b>DC</b>	<b>Discontinue</b>
<b>ED</b>	<b>Edit</b>

<b>VF</b>	<b>Verify</b>
<b>HD</b>	<b>Hold</b>
<b>RN</b>	<b>Renew</b>
<b>AL</b>	<b>Activity Logs</b>
<b>OC</b>	<b>On Call</b>

The third type of “Action” prompts is the Hidden actions. These actions are:

<b>LBL</b>	<b>Label Patient/Report</b>
<b>JP</b>	<b>Jump to a Patient</b>
<b>OTH</b>	<b>Other Pharmacy Options</b>
<b>MAR</b>	<b>MAR Menu</b>
<b>DC</b>	<b>Speed Discontinue</b>
<b>RN</b>	<b>Speed Renew</b>
<b>SF</b>	<b>Speed Finish</b>
<b>SV</b>	<b>Speed Verify</b>
<b>CO</b>	<b>Copy</b>
<b>N</b>	<b>Mark Not to be Given</b>
<b>I</b>	<b>Mark Incomplete</b>
<b>DIN</b>	<b>Drug Restr/Guide</b>

### **Active Order**

Any order which has not expired or been discontinued. Active orders also include any orders that are on hold or on call.

### **Activity Reason Log**

The complete list of all activity related to a patient order. The log contains the action taken, the date of the action, and the user who took the action.

### **Activity Ruler**

The activity ruler provides a visual representation of the relationship between manufacturing times, doses due, and order start times. The intent is to provide the on-the-floor user with a means of tracking activity in the IV room and determining when to call for doses before the normal delivery. The activity ruler can be enabled or disabled under the *Site Parameters (IV)* option.

<b>Additive</b>	A drug that is added to an IV solution for the purpose of parenteral administration. An additive can be an electrolyte, a vitamin or other nutrient, or an antibiotic. Only an electrolyte or multivitamin type additives can be entered as IV fluid additives in CPRS.
<b>ADMINISTRATION SCHEDULE File</b>	File #51.1. This file contains administration schedule names and standard dosage administration times. The name is a common abbreviation for an administration schedule type (e.g., QID, Q4H, PRN). The administration time entered is in military time, with each time separated from the next by a dash, and times listed in ascending order.
<b>Administering Teams</b>	Nursing teams used in the administration of medication to the patients. There can be a number of teams assigned to take care of one ward, with specific rooms and beds assigned to each team.
<b>Admixture</b>	An admixture is a type of intravenously administered medication comprised of any number of additives (including zero) in one solution. It is given at a specified flow rate; when one bottle or bag is empty, another is hung.
<b>APSP INTERVENTION File</b>	File #9009032.4. This file is used to enter pharmacy interventions. Interventions in this file are records of occurrences where the pharmacist had to take some sort of action involving a particular prescription or order. A record would record the provider involved, why an intervention was necessary, what action was taken by the pharmacists, etc.
<b>Average Unit Drug Cost</b>	The total drug cost divided by the total number of units of measurement.
<b>Chemotherapy</b>	Chemotherapy is the treatment or prevention of cancer with chemical agents. The chemotherapy IV type administration can be a syringe, admixture, or a piggyback. Once the subtype (syringe, piggyback, etc.) is selected, the order entry follows the same procedure as the type that corresponds to the selected subtype (e.g., piggyback type of chemotherapy follows the same entry procedure as regular piggyback IV).

**Chemotherapy “Admixture”**

The Chemotherapy “Admixture” IV type follows the same order entry procedure as the regular admixture IV type. This type is in use when the level of toxicity of the chemotherapy drug is high and is to be administered continuously over an extended period of time (e.g., hours or days).

**Chemotherapy “Piggyback”**

The Chemotherapy “Piggyback” IV type follows the same order entry procedure as the regular piggyback IV type. This type of chemotherapy is in use when the chemotherapy drug does not have time constraints on how fast it must be infused into the patient. These types are normally administered over a 30 - 60 minute interval.

**Chemotherapy “Syringe”**

The Chemotherapy “Syringe” IV type follows the same order entry procedure as the regular syringe IV type. Its administration may be continuous or intermittent. The pharmacist selects this type when the level of toxicity of the chemotherapy drug is low and needs to be infused directly into the patient within a short time interval (usually 1-2 minutes).

**Continuous Syringe**

A syringe type of IV that is administered continuously to the patient, similar to a hyperal IV type. This type of syringe is commonly used on outpatients and administered automatically by an infusion pump.

**Coverage Times**

The start and end of coverage period designates administration times covered by a manufacturing run. There must be a coverage period for all IV types: admixtures and primaries, piggybacks, hyperals, syringes, and chemotherapy. For one type, admixtures for example, the user might define two coverage periods; one from 1200 to 0259 and another from 0300 to 1159 (this would mean that the user has two manufacturing times for admixtures).

**CPRS**

A **VISTA** computer software package called Computerized Patient Record Systems. CPRS is an application in **VISTA** that allows the user to enter all necessary orders for a patient in different packages from a single application. All pending orders that appear in the Unit Dose and IV modules are initially entered through the CPRS package.

<b>Cumulative Doses</b>	The number of IV doses actually administered, which equals the total number of bags dispensed less any recycled, destroyed, or canceled bags.
<b>Default Answer</b>	The most common answer, predefined by the system to save time and keystrokes for the user. The default answer appears before the two slash marks (//) and can be selected by the user by pressing <Enter>.
<b>Dispense Drug</b>	The Dispense Drug is pulled from DRUG file (#50) and usually has the strength attached to it (e.g., Acetaminophen 325 mg). Usually, the name alone without a strength attached is the Orderable Item name.
<b>Delivery Times</b>	The time(s) when IV orders are delivered to the wards.
<b>Dosage Ordered</b>	After the user has selected the drug during order entry, the dosage ordered prompt is displayed.
<b>DRUG ELECTROLYTES File</b>	File #50.4. This file contains the names of anions/cations, and their concentration units.
<b>DRUG File</b>	File #50. This file holds the information related to each drug that can be used to fill a prescription.
<b>Electrolyte</b>	An additive that disassociates into ions (charged particles) when placed in solution.
<b>Entry By</b>	The name of the user who entered the Unit Dose or IV order into the computer.
<b>Hospital Supplied Self Med</b>	Self medication, which is to be supplied by the Medical Center's pharmacy. Hospital supplied self med is only prompted for if the user answers Yes to the SELF MED: prompt during order entry.
<b>Hyperalimentation (Hyperal)</b>	Long term feeding of a protein-carbohydrate solution. Electrolytes, fats, trace elements, and vitamins can be added. Since this solution generally provides all necessary nutrients, it is commonly referred to as Total Parenteral Nutrition (TPN). A hyperal is composed of many additives in two or more solutions. When the labels print, they show the individual electrolytes in the hyperal order.

<b>Infusion Rate</b>	The designated rate of flow of IV fluids into the patient.
<b>INPATIENT USER PARAMETERS File</b>	File #53.45. This file is used to tailor various aspects of the Inpatient Medications package with regards to specific users. This file also contains fields that are used as temporary storage of data during order entry/edit.
<b>INPATIENT WARD PARAMETERS File</b>	File #59.6. This file is used to tailor various aspects of the Inpatient Medications package with regards to specific wards.
<b>Intermittent Syringe</b>	A syringe type of IV that is administered periodically to the patient according to an administration schedule.
<b>Internal Order Number</b>	The number on the top left corner of the label of an IV bag in brackets ([ ]). This number can be used to speed up the entry of returns and destroyed IV bags.
<b>IV ADDITIVES File</b>	File #52.6. This file contains drugs that are used as additives in the IV room. Data entered includes drug generic name, print name, drug information, synonym(s), dispensing units, cost per unit, days for IV order, usual IV schedule, administration times, electrolytes, and quick code information.
<b>IV CATEGORY File</b>	File #50.2. This file allows the user to create categories of drugs in order to run “tailor-made” IV cost reports for specific user-defined categories of drugs. The user can group drugs into categories.
<b>IV Label Action</b>	<p>A prompt, requesting action on an IV label, in the form of “Action ( )”, where the valid codes are shown in the parentheses. The following codes are valid:</p> <ul style="list-style-type: none"> <li>P – Print a specified number of labels now.</li> <li>B – Bypass any more actions.</li> <li>S – Suspend a specified number of labels for the IV room to print on demand.</li> </ul>
<b>IV Room Name</b>	The name identifying an IV distribution area.



<b>IV SOLUTIONS File</b>	File #52.7. This file contains drugs that are used as primary solutions in the IV room. The solution must already exist in the DRUG file (#50) to be selected. Data in this file includes: drug generic name, print name, status, drug information, synonym(s), volume, and electrolytes.
<b>IV STATS File</b>	File #50.8. This file contains information concerning the IV workload of the pharmacy. This file is updated each time the <i>COmpile IV Statistics</i> option is run and the data stored is used as the basis for the AMIS (IV) report.
<b>Label Device</b>	The device, identified by the user, on which computer-generated labels will be printed.
<b>Local Possible Dosages</b>	Free text dosages that are associated with drugs that do not meet all of the criteria for Possible Dosages
<b>LVP</b>	Large Volume Parenteral — Admixture. A solution intended for continuous parenteral infusion, administered as a vehicle for additive (s) or for the pharmacological effect of the solution itself. It is comprised of any number of additives, including zero, in one solution. An LVP runs continuously, with another bag hung when one bottle or bag is empty.
<b>Manufacturing Times</b>	The time(s) that designate(s) the general time when the manufacturing list will be run and IV orders prepared. This field in the <i>SIte Parameters (IV)</i> option (IV ROOM file (#59.5)) is for documentation only and does not affect IV processing.
<b>MEDICATION ADMINISTERING TEAM File</b>	File #57.7. This file contains wards, the teams used in the administration of medication to that ward, and the rooms/beds assigned to that team.
<b>MEDICATION INSTRUCTION File</b>	File #51. This file is used by Unit Dose and Outpatient Pharmacy. It contains the medication instruction name, expansion, and intended use.

<b>MEDICATION ROUTES File</b>	File #51.2. This file contains medication route names. The user can enter an abbreviation for each route to be used at their site. The abbreviation will most likely be the Latin abbreviation for the term.
<b>Medication Routes/Abbreviations</b>	Route by which medication is administered (e.g., oral). The MEDICATION ROUTES file (#51.2) contains the routes and abbreviations, which are selected by each VAMC. The abbreviation cannot be longer than five characters to fit on labels and the MAR. The user can add new routes and abbreviations as appropriate.
<b>Non-Formulary Drugs</b>	The medications that are defined as commercially available drug products not included in the VA National Formulary.
<b>Non-Verified Orders</b>	Any order that has been entered in the Unit Dose module that has not been verified (made active) by a nurse and/or pharmacist. Ward staff may not verify a non-verified order.
<b>Orderable Item</b>	An Orderable Item name has no strength attached to it (e.g., Acetaminophen). The name with a strength attached to it is the Dispense Drug name (e.g., Acetaminophen 325mg).
<b>Order Sets</b>	An Order Set is a set of N pre-written orders. (N indicates the number of orders in an Order Set is variable.) Order Sets are used to expedite order entry for drugs that are dispensed to all patients in certain medical practices and procedures.
<b>Order View</b>	Computer option that allows the user to view detailed information related to one specific order of a patient. The order view provides basic patient information and identification of the order variables.
<b>Parenteral</b>	Introduced by means other than by way of the digestive track.

<b>Patient Profile</b>	A listing of a patient's active and non-active Unit Dose and IV orders. The patient profile also includes basic patient information, including the patient's name, social security number, date of birth, diagnosis, ward location, date of admission, reactions, and any pertinent remarks.
<b>Pending Order</b>	A pending order is one that has been entered by a provider through CPRS without Pharmacy finishing the order. Once Pharmacy has finished (and verified for Unit Dose only) the order, it will become active.
<b>PHARMACY SYSTEM File</b>	File # 59.7. This file contains data that pertains to the entire Pharmacy system of a medical center, and not to any one site or division.
<b>Piggyback</b>	Small volume parenteral solution for intermittent infusion. A piggyback is comprised of any number of additives, including zero, and one solution; the mixture is made in a small bag. The piggyback is given on a schedule (e.g., Q6H). Once the medication flows in, the piggyback is removed; another is not hung until the administration schedule calls for it.
<b>Possible Dosages</b>	Dosages that have a numeric dosage and numeric dispense units per dose appropriate for administration. For a drug to have possible dosages, it must be a single ingredient product that is matched to the VA PRODUCT file (#50.68). The VA PRODUCT file (#50.68) entry must have a numeric strength and the dosage form/unit combination must be such that a numeric strength combined with the unit can be an appropriate dosage selection.
<b>Pre-Exchange Units</b>	The number of actual units required for this order until the next cart exchange.
<b>Primary Solution</b>	A solution, usually an LVP, administered as a vehicle for additive(s) or for the pharmacological effect of the solution itself. Infusion is generally continuous. An LVP or piggyback has only one solution (primary solution). A hyperal can have one or more solutions.

<b>Print Name</b>	Drug generic name as it is to appear on pertinent IV output, such as labels and reports. Volume or Strength is not part of the print name.
<b>Print Name{2}</b>	Field used to record the additives contained in a commercially purchased premixed solution.
<b>Profile</b>	The patient profile shows a patient's orders. The Long profile includes all the patient's orders, sorted by status: active, non-verified, pending, and non-active. The Short profile will exclude the patient's discontinued and expired orders.
<b>Prompt</b>	A point at which the system questions the user and waits for a response.
<b>Provider</b>	Another term for the physician involved in the prescription of an IV or Unit Dose order for a patient.
<b>PSJI MGR</b>	The name of the <i>key</i> that allows access to the supervisor functions necessary to run the IV medications software. Usually given to the Inpatient package coordinator.
<b>PSJI PURGE</b>	The <i>key</i> that must be assigned to individuals allowed to purge expired IV orders. This person will most likely be the IV application coordinator.
<b>PSJI USR1</b>	The <i>primary menu option</i> that may be assigned to nurses.
<b>PSJI USR2</b>	The <i>primary menu option</i> that may be assigned to technicians.
<b>PSJU MGR</b>	The name of the <i>primary menu</i> and of the <i>key</i> that must be assigned to the pharmacy package coordinators and supervisors using the Unit Dose module.
<b>PSJU PL</b>	The name of the <i>key</i> that must be assigned to anyone using the <i>Pick List Menu</i> options.
<b>PSJ PHARM TECH</b>	The name of the <i>key</i> that must be assigned to pharmacy technicians using the Unit Dose module.
<b>PSJ RNFINISH</b>	The name of the <i>key</i> that is given to a user to allow the finishing of a Unit Dose order. This user must also be a holder of the PSJ RNURSE key.

<b>PSJ RNURSE</b>	The name of the <i>key</i> that must be assigned to nurses using the Unit Dose module.
<b>PSJ RPHARM</b>	The name of the <i>key</i> that must be assigned to a pharmacist to use the Unit Dose module. If the package coordinator is also a pharmacist he/she must also be given this key.
<b>Quick Code</b>	An abbreviated form of the drug generic name (from one to ten characters) for IV orders. One of the three drug fields on which lookup is done to locate a drug. Print name and synonym are the other two. Use of quick codes will speed up order entry, etc.
<b>Report Device</b>	The device, identified by the user, on which computer-generated reports selected by the user will be printed.
<b>Schedule</b>	The frequency of administration of a medication (e.g., QID, QD, QAM, STAT, Q4H).
<b>Schedule Type</b>	Codes include: <b>O</b> - one time (i.e., STAT - only once), <b>P</b> - PRN (as needed; no set administration times). <b>C</b> - continuous (given continuously for the life of the order; usually with set administration times). <b>R</b> - fill on request (used for items that are not automatically put in the cart - but are filled on the nurse's request. These can be multidose items (e.g., eye wash, kept for use by one patient and is filled on request when the supply is exhausted)). And <b>OC</b> - on call (one time with no specific time to be given, i.e., 1/2 hour before surgery).
<b>Self Med</b>	Medication that is to be administered by the patient to himself.
<b>Standard Schedule</b>	Standard medication administration schedules stored in the ADMINISTRATION SCHEDULE file (#51.1).
<b>Start Date/Time</b>	The date and time an order is to begin.

<b>Status</b>	<b>A</b> - active, <b>E</b> - expired, <b>R</b> - renewed (or reinstated), <b>D</b> - discontinued, <b>H</b> - on hold, <b>I</b> - incomplete, or <b>N</b> - non-verified, <b>U</b> – unreleased, <b>P</b> – pending, <b>O</b> – on call, <b>DE</b> – discontinued edit, <b>RE</b> – reinstated, <b>DR</b> – discontinued renewal.
<b>Stop Date/Time</b>	The date and time an order is to expire.
<b>Stop Order Notices</b>	A list of patient medications that are about to expire and may require action.
<b>Syringe</b>	Type of IV that uses a syringe rather than a bottle or bag. The method of infusion for a syringe-type IV may be continuous or intermittent.
<b>Syringe Size</b>	The syringe size is the capacity or volume of a particular syringe. The size of a syringe is usually measured in number of cubic centimeters (ccs).
<b>TPN</b>	Total Parenteral Nutrition. The intravenous administration of the total nutrient requirements of the patient. The term TPN is also used to mean the solution compounded to provide those requirements.
<b>Units per Dose</b>	The number of Units (tablets, capsules, etc.) to be dispensed as a Dose for an order. Fractional numbers will be accepted.
<b>VA Drug Class Code</b>	A drug classification system used by VA that separates drugs into different categories based upon their characteristics. IV cost reports can be run for VA Drug Class Codes.
<b>WARD GROUP File</b>	File #57.5. This file contains the name of the ward group and the wards included in that group. The grouping is necessary for the pick list to be run for specific carts and ward groups.
<b>Ward Group Name</b>	An arbitrarily chosen name used to group wards for the pick list and medication cart.

## **WARD LOCATION File**

File #42. This file contains all of the facility ward locations and their related data, i.e., Operating beds, Bedsection, etc. The wards are created/edited using the *Ward Definition* option of the ADT module.

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